EP4000/EP5000

Thank you for choosing Minolta.

This operator's manual explains how to operate the copier and replenish its supplies. It also gives some troubleshooting tips as well as general precautions to be observed when operating the copier.

To ensure the best performance and effective use of your copier, read this manual carefully until yo u familiarize yourself thoroughly with its operation and features. After you have read through the manual, keep it for ready reference.
Please use this manual as a quick and handy reference tool for immediately clarifying any questions which may arise.

CE Marking (Declaration of Conformity)

We declare under our sole responsibility that the copier and options to which this declaration relates is in conformity with the specifications below.
This declaration is valid for the area of the European Union (EU) only.

Product Type	Copying Machine
Product Name	EP4000/EP5000
Options	AF-5, AFR-13, S-106, ST-104, S-208, ST-211, C-301, PF-5D, PF-205, PF-105, AD-9, D-102, DT-103, E2000Kit
Standards	Safety*2 : EN 60 950 / 1992 (A1 : 1993, A2 : 1993, A3 : 1995) (Safety of information technology equipment, including electrical business equipment) EMC*1 : EN 55 022 (Class B) / 1995 (Limits and method for measurement of radio disturbance characteristics of information technology equipment (ITE)) EN 50 082-1 / 1992 (Electromagnetic compatibility - Generic immunity standard Part1: Residential, commercial and light industry) IEC 801-2 / 1991 (Electrostatic discharge requirement) IEC 801-3 / 1984 (Radiated electromagnetic field requirement) IEC 801-4 / 1988 (Electrical fast transient / burst requirement) Notes : *1) EMC performance : This product was designed for operation in a typical office environment. *2) First year of labeling according to EC-directive 73/23/EEC and 93/68/EEC :97
EC Directives	Safety : 73 / 23 / EEC and 93 / 68 / EEC EMC : 89 / 336 / EEC and 93 / 68 / EEC

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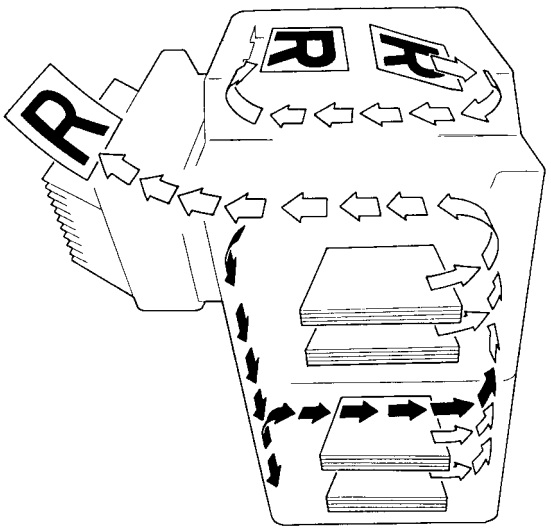
Terms and Symbols for the Type of Originals and Copy Paper

A few special terms and symbols are used in this manual to designate types of originals and copy paper. This page explains about these terms and symbols.

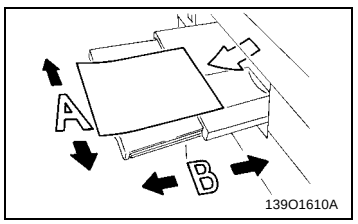
Feeding Direction (copy paper path)

In this copier system, copy paper is taken up from the right-hand side of the copier and fed through the copier toward the left-hand side, face up onto the Copy Tray. In the figure below, the direction in which the copy paper is fed, as indicated by the arrow, is called the "feeding direction."



1151O107AA

"Width" and "Length"

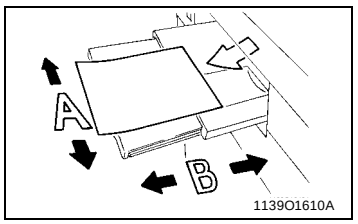


139O1610A

When we talk about the size of the original or copy, we call side A "width" and side B "length."

A: Width
B: Length

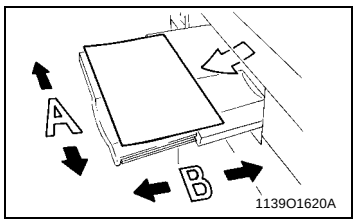
Terms and Symbols Used



1139O1610A

<Lengthwise ▭ >

When the original or copy has a "length" longer than its "width," we call it "lengthwise" and use symbol "L" or " ▭



1139O1620A

<Crosswise ▯ >

When the original or copy has a "length" shorter than its "width," we call it "crosswise" and use symbol "C" or " ▯ ."

Chapter 1

Safety Notes

This chapter explains about the operating environment, conditions, and precautions for use.

1. Installing the Copier p. 2
Installation Site
Power Source
Space Requirements
2. Precautions for Use p. 3
Operating Environment
Using the Copier Properly
Moving the Copier
Care of Copier Supplies

1. Installing the Copier

Installation Site

To ensure utmost safety and prevent possible malfunctions of the copier, install it in a location which meets the following requirements.

- A place away from a curtain or the like that may catch fire and burn easily.
- An area where there is no possibility of being splashed with water or other types of liquid.
- An area free from direct sunlight.
- A place out of the direct air stream of an air conditioner, heater, or ventilator.
- A well-ventilated place.
- A dry place.
- A dust-free location.
- An area not subject to undue vibration.
- A stable and level location.
- A place where ammonia or other organic gas is not generated.
- A place which does not put the operator in the direct stream of exhaust from the copier.
- A place which is not near any kind of heating device.

Power Source

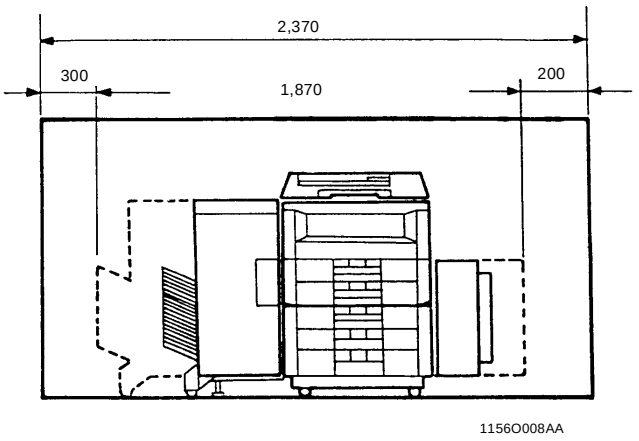
The power source voltage requirements are as follows.

- Use a power source with little voltage fluctuation.

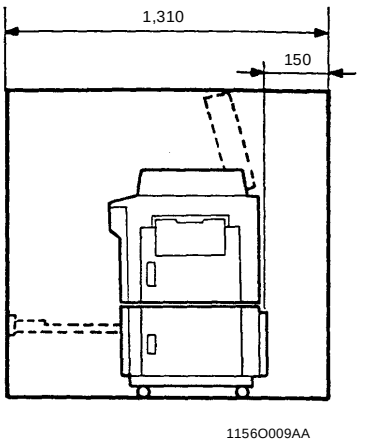
Voltage Fluctuation	:	Within ±10%
Frequency Fluctuation	:	Within ±0.3%

Space Requirements

To ensure easy copier operation, supply replacement, and service maintenance, adhere to the recommended space requirements detailed below. Allow a clearance of 150mm or more at the back of the copier as there is a ventilation duct.



1156O008AA



1156O009AA

Unit: mm

2. Precautions for Use

Operating Environment

The operating environmental requirements of the copier are as follows.

Temperature : 10 °C to 30°C(50°F to 86°F) with a fluctuation of 10 °C(50°F) per hour
Humidity : 15% to 85% with a fluctuation of 20% per hour.

Using the Copier Properly

To ensure the optimum performance of the copier, follow the precautions listed below.

- NEVER place a heavy object on the copier or subject the copier to shocks.
- NEVER open any doors, or turn OFF the copier while the copier is making copies.
- NEVER bring any magnetized object or use flammable sprays near the copier.
- ALWAYS insert the power plug all the way into the outlet.
- ALWAYS make sure that the outlet is visible, clear of the copier or copier cabinet.
- ALWAYS provide good ventilation when making a large number of continuous copies.

NOTE

= Locate the Copier in a Well Ventilated Room =
A negligible amount of ozone is generated during normal operation of this copier. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive copier operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room be well ventilated.

REMARQUE

= Placer le copieur dans une pièce largement ventilée =
Une quantité d'ozone négligable est dégagée pendant le fonctionnement du copieur quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée du copieur est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve le copieur.

Moving the Copier

If you need to transport the copier over a long distance, consult your Technical Representative.

Care of Copier Supplies

Use the following precautions when handling the copier supplies (toner, paper, etc.).

- Store the paper, toner, and other supplies in a place free from direct sunlight and away from any heating apparatus. Keep them in a dry, cool, clean environment.
- Store paper, which has been removed from its wrapper but not loaded into the drawer, in a sealed plastic bag in a cool, dark place.
- Keep supplies out of the reach of children.
- If your hands become soiled with toner, wash them with soap and water immediately.

2. Precautions for Use

Chapter 2

Getting to Know Your Copier

This chapter gives you a brief description of the system and preliminary information about the different parts of the system.

1. Typical Types of Copies You Can Make with Your Copier p. 6
2. System Overview p. 8
3. Copier Parts and Accessories
Outside the Copier p. 10
Inside the Copier p.11
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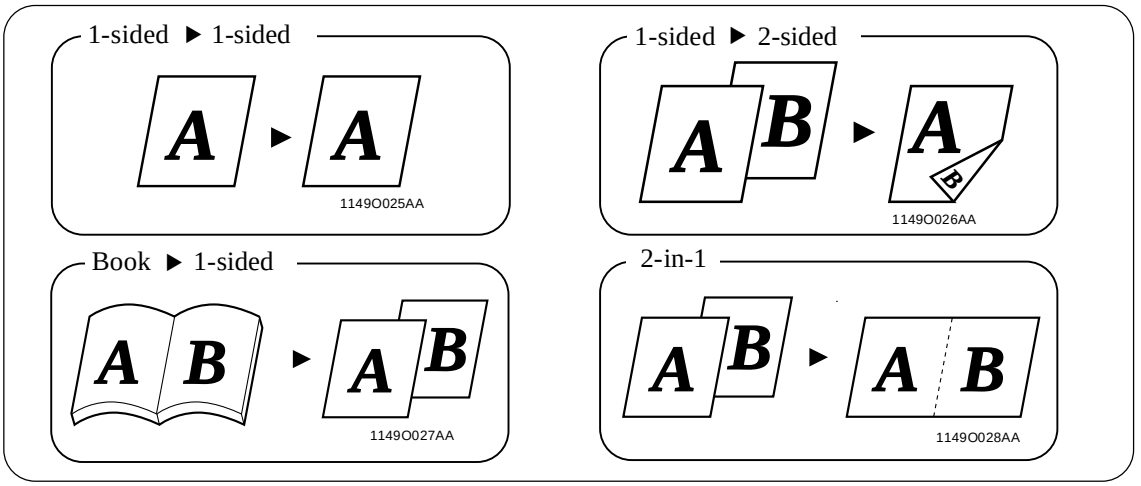
Panel Resetting
Auto Panel Reset
Auto Copy Start
Auto Power-OFF
Energy Saver
Interrupt
Mode Check
Access Number

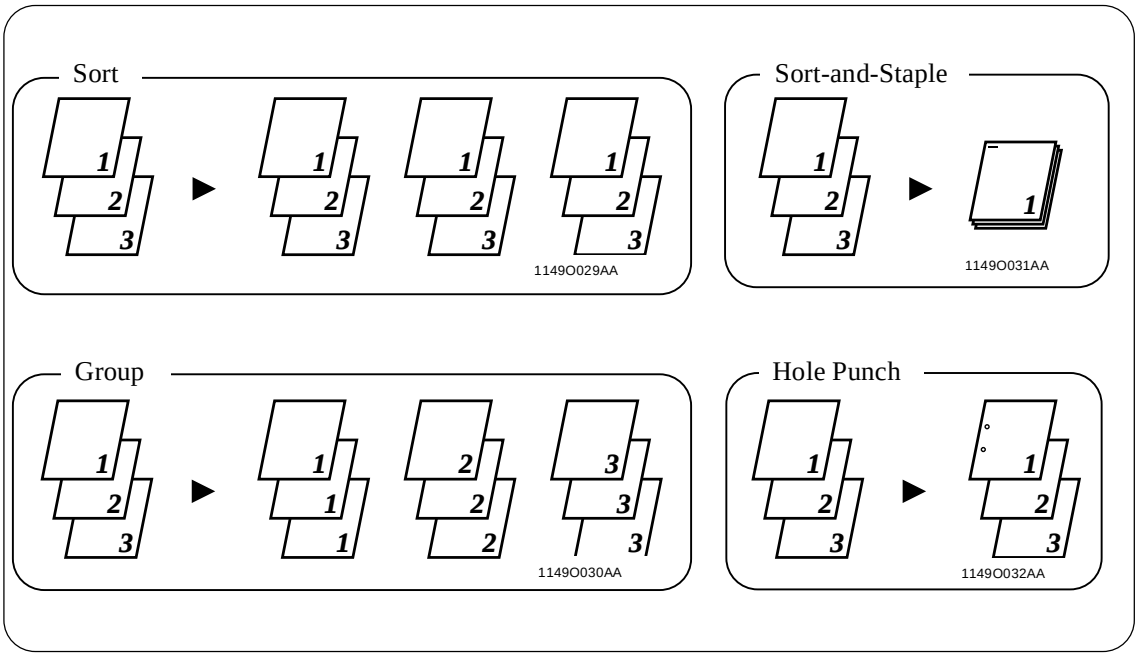
1.Typical Types of Copies You Can Make with Your Copier

Here's a rundown of the features the copier is equipped with to turn out different types of copies. For the operations, see the relevant pages indicated by ⇨ p.

Original ▸ Copy ⇨ p. 42

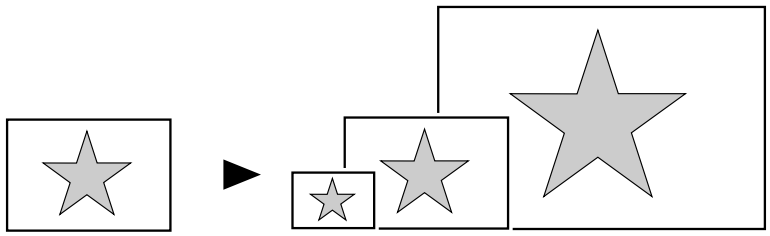


Sort ⇨ p. 48



Zoom Ratio ➪ p. 36

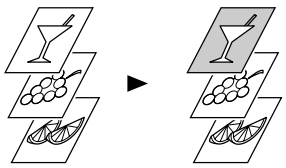
Reduced, Full Size, Enlarged



1149O004AA

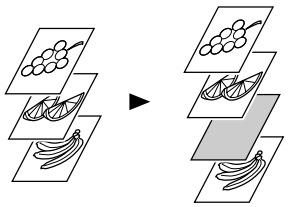
Auxiliary Functions ➪ p. 58

Cover ➪ p. 58



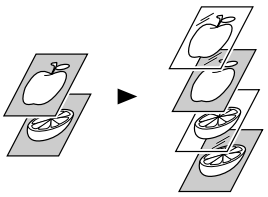
1149O013AA

Page Insertion ➪ p. 62



1149O014AA

OHP Interleaving ➪ p. 68



1149O017AA

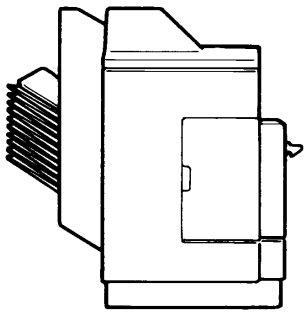
File Margin ➪ p. 72

1149O015AC

Erase ➪ p. 74

1149O016AA

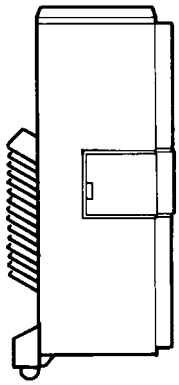
2. System Overview



1136O020A

10-Bin Sorter S-106 <Option>
Permits sorting or grouping copies into up to 10 copy sets or stacks.

Staple Sorter ST-104 <Option>
Automatically staples copy sets or stacks that are sorted or grouped by the same function as that of S-106.



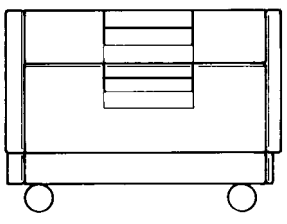
1136O059AA

20-Bin Sorter S-208 <Option>
Permits sorting or grouping copies into up to 20 copy sets or stacks.

Staple Sorter ST-211 <Option>
Automatically staples, and/or punches holes in, copy sets or stacks that are sorted or grouped by the same function as that of S-208.

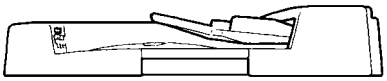
1139O0030A

Duplex Unit AD-9 <Option>
Mounted in the Paper Feed Cabinet, AD-9 automatically turns over 1-sided copies to make 2-sided copies.



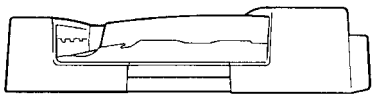
1139O1222A

Duplex Cabinet PF-5D<Option>
Turns over 1-sided copies to make 2-sided copies. It is also equipped with a storage drawer for keeping copy paper and toner.



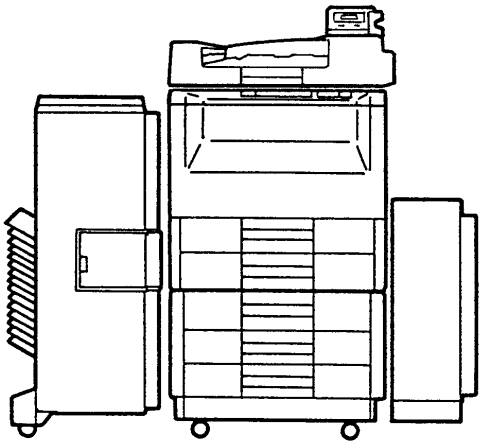
1151O007AA

Automatic Document Feeder AF-5 <Option>
Capable of feeding in sheet originals one at a time for making a copy or copies of each.

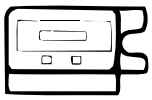


1156O012AA

Duplexing Document Feeder AFR-13 <Option>
In addition to the function of the AF-5, it can turn over 2-sided originals for making copies.

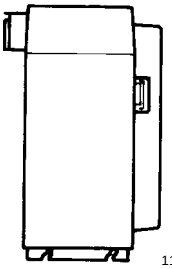


1156O013AA



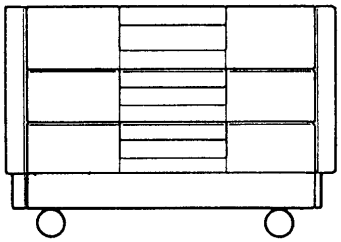
1138O525A

Data Controller D-102 <Option>
Capable of controlling various types of data including the number of copies made, copy cost, and user departments by means of specific magnetic cards.



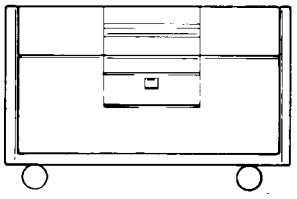
1134O005AA

Large Capacity Cassette C-301 <Option>
Holds up to 3,000 sheets of copy paper (80 g/m^2).



1139O0180A

Paper Feed Cabinet PF-205 <Option>
Equipped with two paper drawers, each capable of holding up to 500 sheets of copy paper (80 g/m^2).

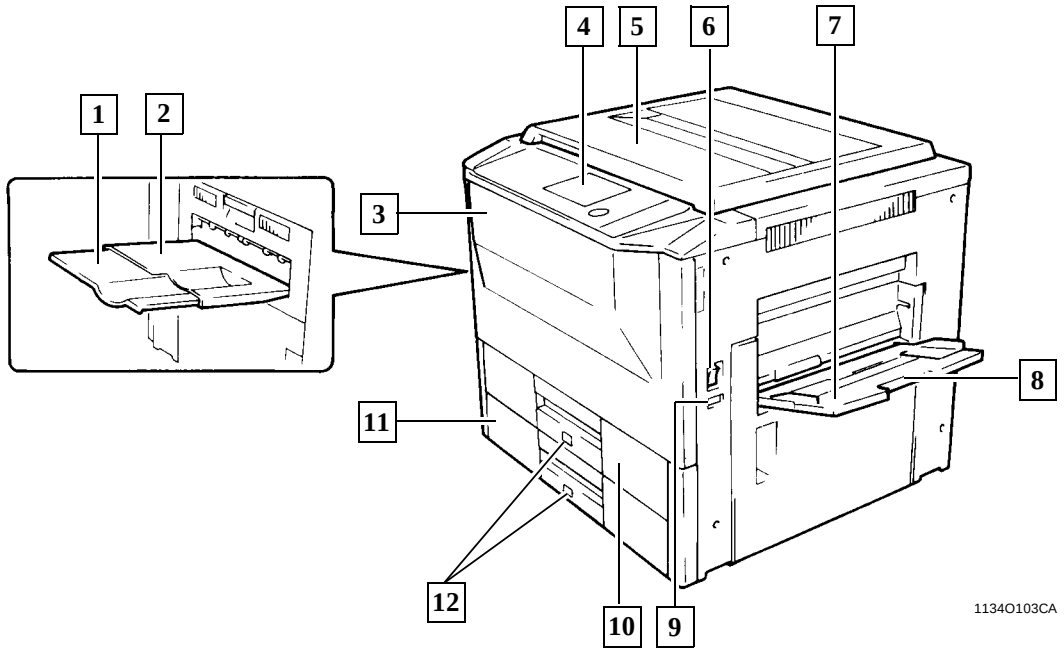


1139O0012A

Paper Feed Cabinet PF-105 <Option>
Equipped with a large-capacity drawer to hold up to 2,500 sheets of copy paper (80 g/m^2).

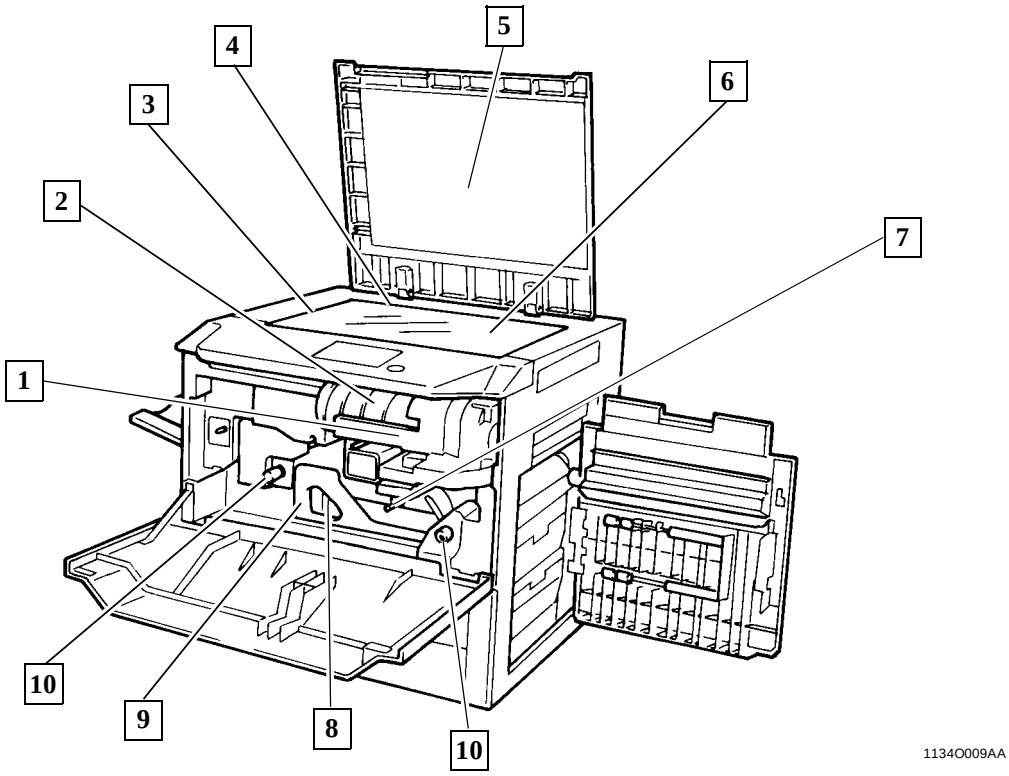
3. Copier Parts and Accessories

Outside the Copier



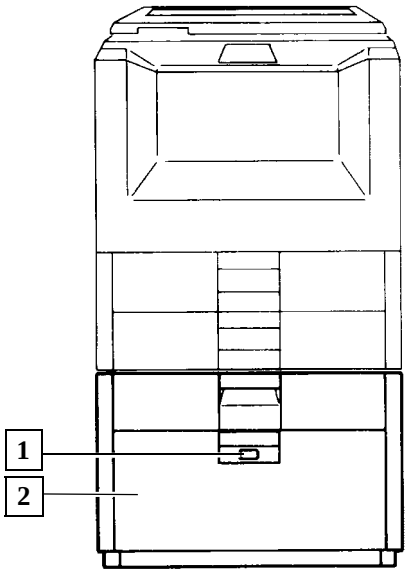
1	**Exit Tray Extender**	: Slide this Extender out when making copies on large-size paper.
2	**Exit Tray**	: Holds copies fed out of the copier.
3	**Front Door**	: Open to: • Replace the Toner Bottle. ⇨ p. 108 • Clear a paper misfeed. ⇨ p. 115 • Clean the Corona Unit. ⇨ p. 141 Closing the Front Door after a misfeed has been cleared will turn the misfeed warning message on the control panel OFF.
4	**Control Panel**	: Use to start a copy cycle or to make copying job settings. (See) Control Panel Keys and Touch Panel. ⇨ p. 16
5	**Original Cover <Option>**	: Holds the original placed on the Original Glass in position. ⇨ p. 29
6	**Power Switch**	: Use to turn the copier ON and OFF. ⇨ p. 20
7	**Multi Bypass Tray**	: Use for manual feeding of copy paper into the copier. ⇨ p. 32
8	**Multi Bypass Extender**	: Slide this Extender out to make copies on large-size copy paper.
9	**Total Counter**	: Shows the total number of copies made so far.
10	**1st Drawer**	: Holds up to 500 sheets of copy paper. ⇨ p. 102
11	**2nd Drawer**	: Holds up to 500 sheets of copy paper. ⇨ p. 103 It can accommodate paper of different sizes.
12	**Paper Descent Key**	: Press before sliding the Drawer out of the copier.

Inside the Copier

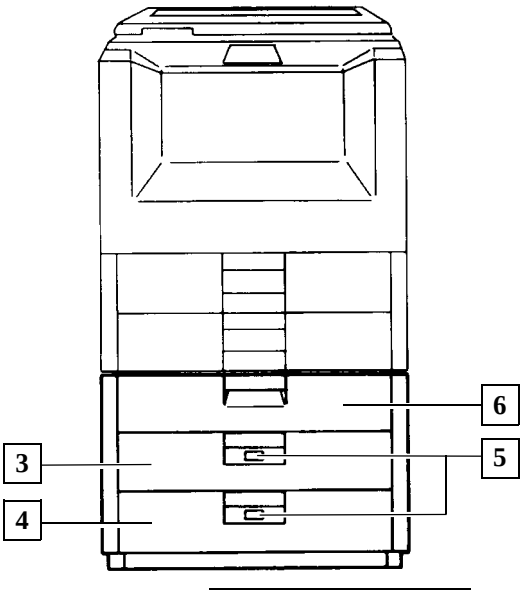


1	**Toner Bottle Holder**	: Swing open to replace the Toner Bottle.
2	**Toner Bottle**	: Contains toner. Replace it with a new one when the warning message tells you to. ➪ p. 108
3	**Original Width Scale**	: Place the original along this Scale for correct positioning.
4	**Original Length Scale**	: Place the original along this Scale for correct positioning.
5	**Original Pad**	: Holds the original in position on the Original Glass.
6	**Original Glass**	: Place the original face down on this Glass.
7	**Corona Unit Cleaning Lever**	: Operate the Lever to clean the Corona Unit if unwanted lines are produced on the copy. ➪ p. 141
8	**Dehumidifier Switch**	: Do not touch this switch, it's for the exclusive use by the Technical Representative.
9	**Transport Section Release Lever** (M2)	: Swing down to release the Transport Section for clearing a misfed sheet of paper.
10	**Misfeed Removal Knobs** (M1), (M3)	: Use to clear a misfed sheet of paper. ➪ p. 115

Options



1134O046AA



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Paper Feed Cabinet (1-Drawer Type)

1	**Paper Descent Key**	: Press before sliding the Drawer out of the cabinet.
2	**3rd Drawer**	: Holds up to 2,500 sheets of copy paper. ➪ p. 104

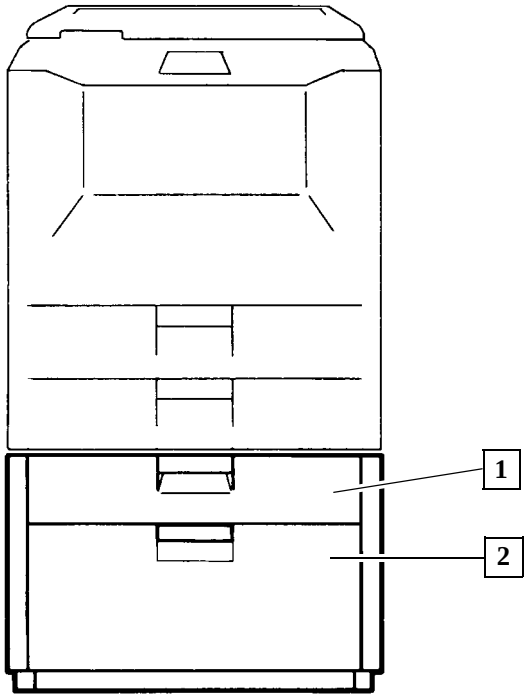
Paper Feed Cabinet (2-Drawer Type)

3	**3rd Drawer**	: Holds up to 500 sheets of copy paper. ➪ p. 105
4	**4th Drawer**	: Holds up to 500 sheets of copy paper. ➪ p. 105
5	**Paper Descent Key**	: Press before sliding the Drawer out of the cabinet.

Duplex Unit

6	**Duplex Unit**	: Turns over 1-sided copies for making 2-sided copies.

Options

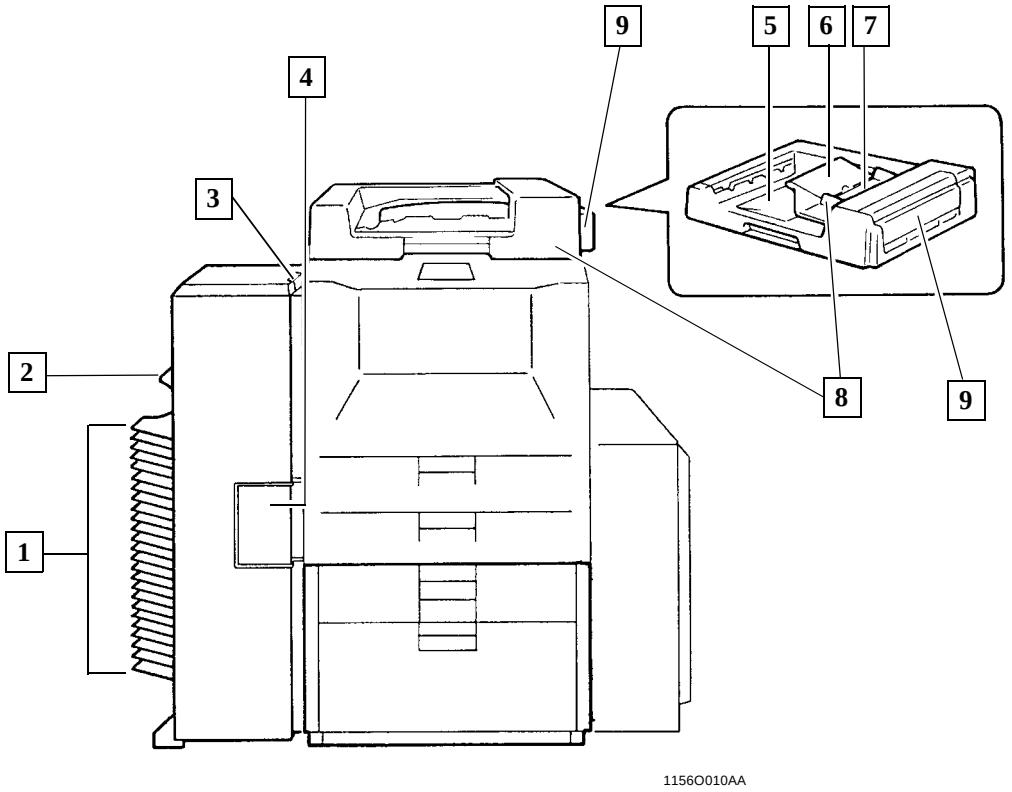


1134O090CA

Duplex Cabinet

1	**Duplex Unit**	: Turns over 1-sided copies for making 2-sided copies.
2	**Storage Drawer**	: Holds copy paper, toner and other supplies.

Options



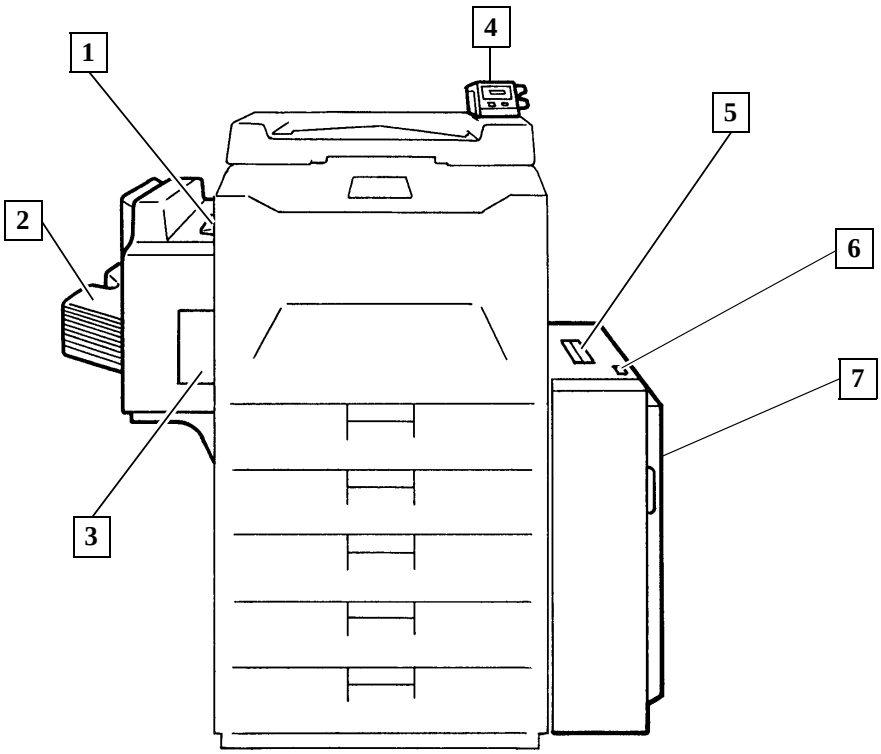
20-Bin Sorter/20-Bin Staple Sorter

1	**Sort Bins (1st to 20th Bin)**	: Hold sorted or grouped copies, each capable of holding up to 50.
2	**Non-Sort Bin**	: Holds up to 100 copies fed out in the Non-Sort mode.
3	**Lock Release Lever**	: Press to unlock the Sorter from the copier for clearing a misfed sheet of paper or other service job.
4	**Staple Cover**	: Open to replace the Staple Cartridge. *Staple Sorter only

Automatic Document Feeder/Duplexing Document Feeder

5	**Document Exit Tray**	: Receives originals that are auomatically ejected from Document Feeder.
6	**Document Feed Tray Extender**	: Pull out when loading large-size originals.
7	**Document Feed Tray**	: Load the originals face up on this tray.
8	**Document Guide Plate**	Slide the plate as necessary to the size of the originals.
9	**Single Feed Tray**	Place a single sheet of original on the tray to make a copy or copies of it. ➪ p. 28

Options



10-Bin Sorter /10-Bin Staple Sorter

1	**Lock Replase Lever**	: Press to unlock the sorter. ⇨ pp. 110, 124
2	**Sort Bins**	: Hold sorted or grouped copies.
3	**Stapler Door**	: Open to replace the Staple Cartridge. ⇨ p. 110 *Staple Sorter only

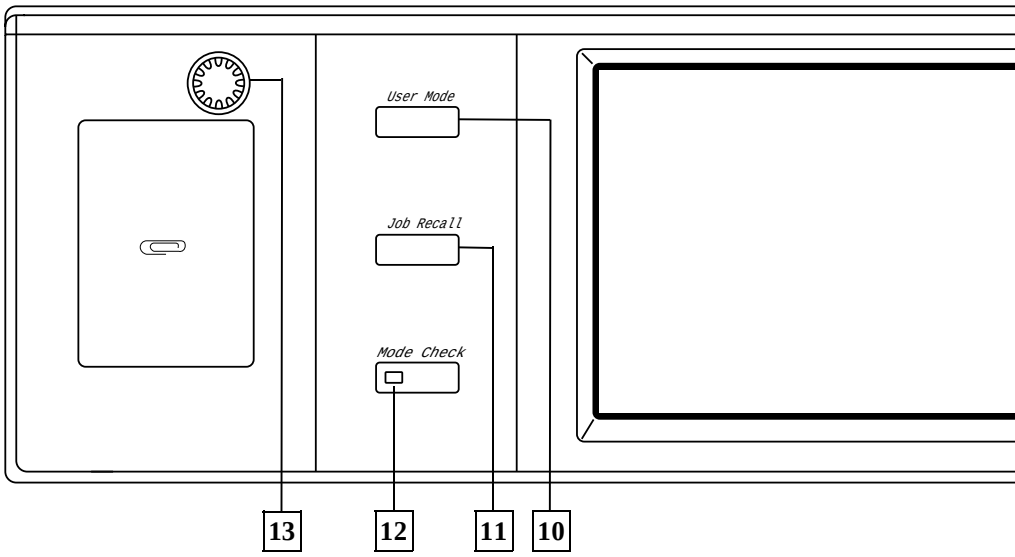
Data Controller

4	**Data Controller**	: See the operator's manual for the Data Controller for details.

Large Capacity Cassette

5	**Lock Release Lever**	: Use to unlock the Cassette from the copier for clearing a misfed sheet of paper or other service job.
6	**Paper Plate Descent Key**	: Press to lower the Paper Plate.
7	**Cassette Door**	: Open to add paper or clear a misfed sheet of paper.

4. Control Panel Keys and Indicators



1 **Touch Panel**
- Shows various screens and messages. (See) Touch Panel ⇨ p. 18

2 **Start Key**
- Press to start a copy cycle. ⇨ p. 25
- If pressed while the copier is warming up, it enables the Auto Copy Start Function. ⇨ p. 21

3 **Clear Key**
Press to:
- Reset the multi-copy entry to 1. ⇨ p. 25
- Clear a zoom ratio entered when setting one from the 10-Key Pad. ⇨ p. 38

4 **Stop Key**
- Press to stop a multi-copy cycle. ⇨ p. 25

5 **Panel Reset Key**
- Press to set the copier into the initial mode, clearing all settings made previously on the control panel. ⇨ p. 21

Note: It does not, however, clear the contents of the zoom and job program memory and the settings made immediately before the Interrupt mode.

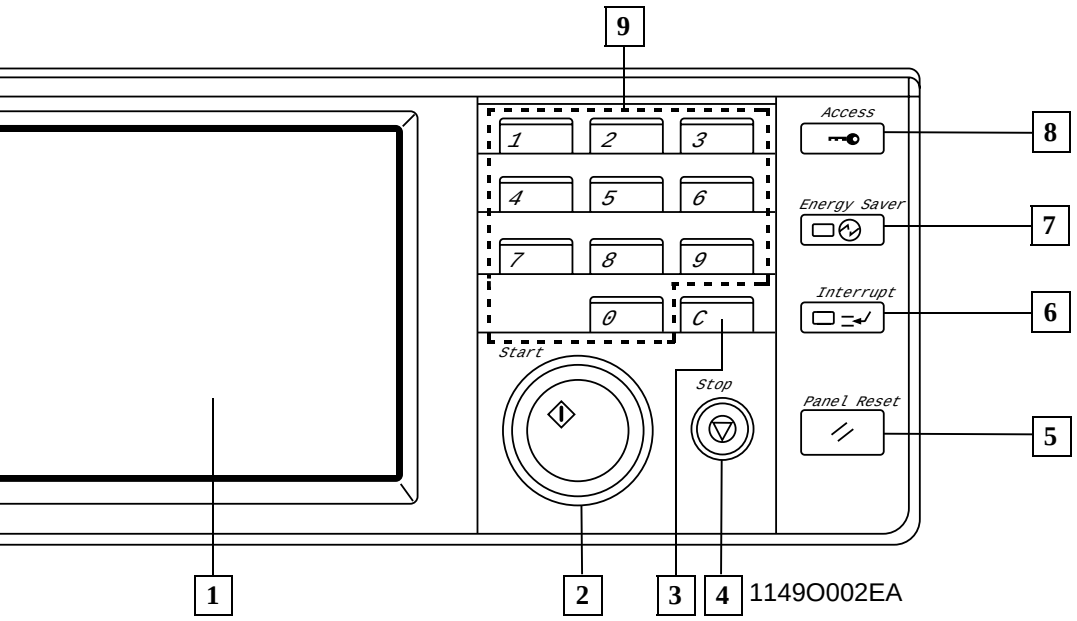
6 **Interrupt Key** ⇨ p. 22
- Press to interrupt a current job with a different one.
- Press it again to return to the previous job.

7 **Energy Saver Key**
- Press to set the copier into the Energy Saver mode. ⇨ p. 21

8 **Access Mode Key**
- Press to enter the access number. ⇨ p. 22

Note: This key becomes valid only when Copy Track of the Administrator mode available from User's Choice is set.

9 **10-Key Pad**
Use to enter:
- The number of copies to be made. ⇨ p. 25
- The zoom ratio to be used. ⇨ p. 38
- The number of originals.



10 **User Mode Key**

- Press to show the User Mode menu.

User Mode

• Job Memory Input	• Toner Replenisher
• Zoom Memory Input	• Drum Dehumidifier
• Meter Count	• User's Choice

See Using the User Mode ➪ p. 77

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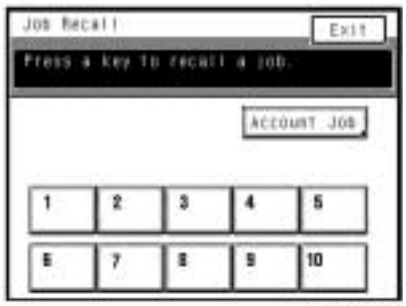
11 **Job Recall Key**

- Press to show the Job Recall screen, on which you can recall or check a copy-job program previously stored in memory.

See Recalling a Job from Memory ➪ p. 81



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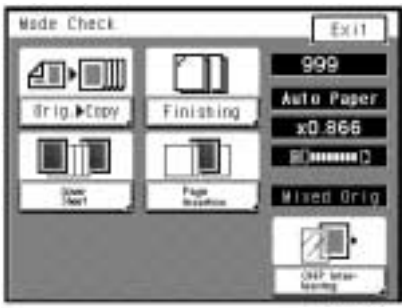
12 **Mode Check Key**

- Press to show the Mode Check screen. From this screen, you can access the setting screen of a particular function and change or cancel the setting as necessary.

See Mode Check ➪ p. 22

13 **Display Contrast Knob**

- Turn to vary the brightness of the Touch Panel.



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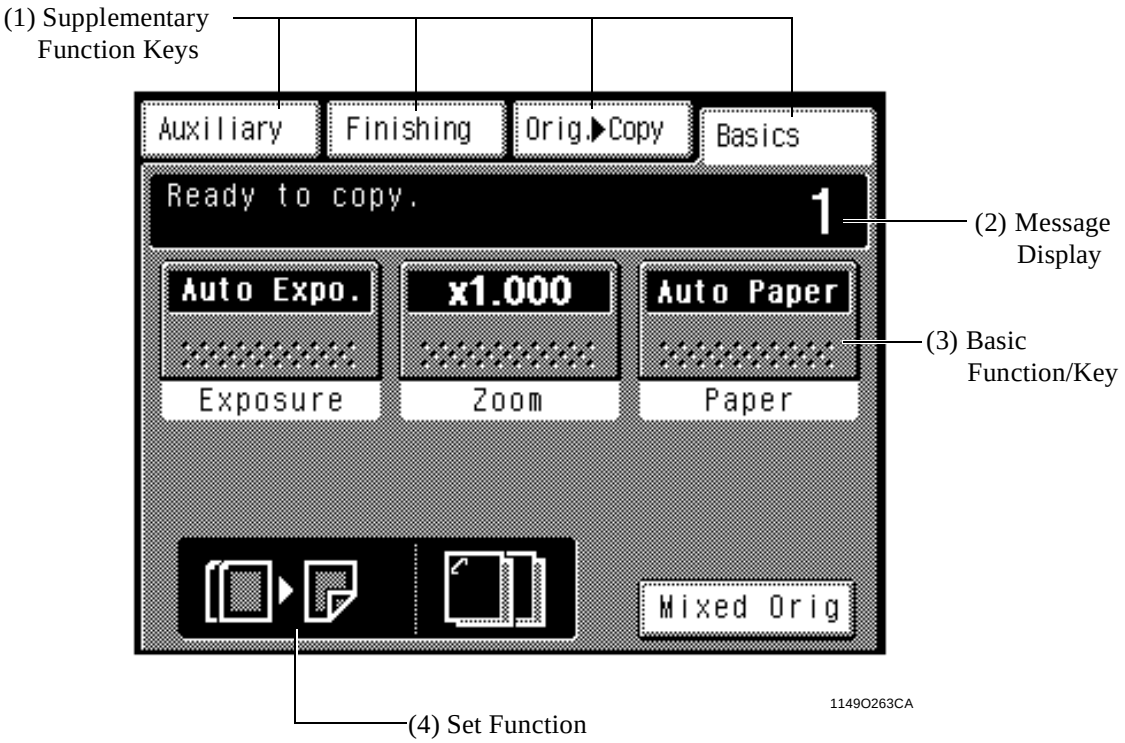
5. Using the Touch Panel

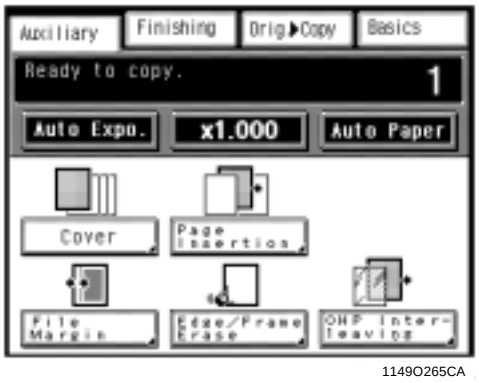
What is the Touch Panel?

When you turn ON the Power Switch, the Basic screen as shown below appears on the Touch Panel. It shows in messages and graphics the currently set functions, available functions to choose from, and the copier status.

How the Screen is Organized



(1) Supplementary Function Keys

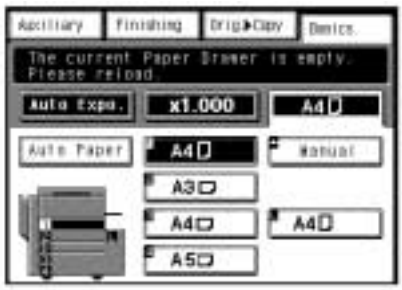


Example: Auxiliary Function

The Auxiliary, Finishing, Orig. ▶ Copy, and Basics keys are displayed. When any of these keys is touched, the corresponding supplementary function screen appears.

* Touching Basics returns you to the Basic screen.

(2) Message Display



1156O062DA

Shows the current copier status, operating instructions, precautions, and other data including the number of copies selected.

Example: Add paper

(3) Basic Function/Key Display

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Shows the basic function keys and the corresponding functions currently selected for use. Touching a basic function key shows the corresponding basic function screen.
*What is shown inside the key is the current setting.

Example: Exposure

(4) Set Function Display

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Shows graphic representations of the settings currently made for Orig.▶ Copy and Finishing.

*When you want to check for more details of the set functions, press the Mode Check key.
➪ p. 22

Example: Orig. ▶ Copy : 1 ▶ 2
Finishing : Sort-and-Staple

Operating the Touch Panel

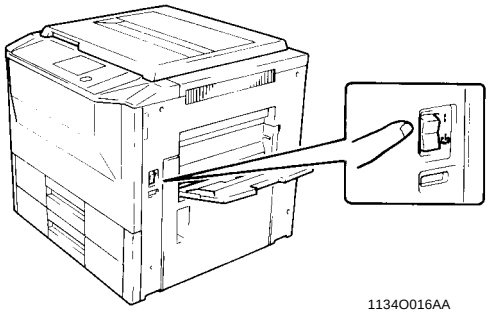
You need only to lightly touch the key shown on the Touch Panel to select or activate the function represented by the key.

NOTE

NEVER press the Touch Panel hard or use a hard or pointed object to press it, as a damaged panel could result.

6. Turning ON and OFF and Initial Mode

Turning ON and OFF



1134O016AA

- Turning the Copier ON
  Press the Power Switch to the I (ON) position.
- Turning the Copier OFF
  Press the Power Switch to the ⏻ (OFF) position.

NOTE

The Auto Power-OFF function will automatically shut down the copier a given period of time after the last activity.
➪ *p. 88*

Initial Mode

When the Power Switch is turned ON, the Basic screen appears on the Touch Panel. The settings on this screen are called the initial mode, serving as the reference for all panel settings to be later made.

1149O413CA

No. of copies selected	:	1
Exposure	:	Auto
Zoom	:	×1.000
Paper	:	Auto Paper
Finishing	:	Non-Sort
Orig. ▶ Copy	:	1▶1

The settings of the initial mode vary depending on which option or options are mounted on your copier.

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Example: When the Automatic Document Feeder and Duplex Unit are mounted

No. of copies selected	:	1
Exposure	:	Auto
Zoom	:	X1.000
Paper	:	Auto Paper
Finishing	:	Non-Sort
Orig. ▶ Copy	:	1▶2

When the copier is equipped with the Document Feeder and Duplex Unit, 1 ▶ 2 copy mode is automatically selected, Touch this Key if you want to make 1 ▶ 1 copies.

Useful Tip

User's Choice can be used to change the settings of initial mode. ➪ p. 84

7. Auxiliary Functions

Panel Resetting

The Panel Reset key resets all control panel settings to default settings including the number of copies and zoom ratio.

* If a document feeder is used, any original left on the Glass will be ejected out of the unit.

Useful Tips

- The Panel Reset key enables you to cancel all previous settings at the touch of the key.
- To avoid miscopy, try to press this key before making any setting for your own copy job.

Auto Panel Reset

If no key on the control panel is pressed within 60 sec. after a copy cycle has been completed or copying settings made, the Auto Panel Reset function is activated to return the copier to the default settings.

Useful Tip

The time for the copier to enter the Auto Panel Reset Function can be changed to 30 sec. ➪ p. 86

Auto Copy Start

If you load originals in the document feeder and press the Start key while the copier is warming up after it has been turned ON, the Auto Copy Start function allows that copy process to be started as soon as the copier completes warming up.

Auto Power-OFF

The Auto Power-OFF function shuts down the copier a given period time after the copier has been used last.

Useful Tip

The time for the copier to enter the Auto Power-OFF mode can be selected from 1 to 120 min. The Auto Power-OFF function can even be disabled.
For details, see User's Choice. ➪ p. 88

Energy Saver

If the copier is shut down when it is not in use, it takes the copier some time to complete the warm-up cycle. Instead of turning the copier OFF, it's a good idea to use the Energy Saver mode which will minimize the time for the copier to complete the warm-up cycle to about 30 sec.

To set the copier into the Energy Saver mode, you need only to press the Energy Saver key. Or, a given period of time after the copier has been touched last, it automatically enters the Energy Saver mode. The initial setting is 15 min.

To cancel the Energy Saver mode, press any key on the control panel.

Useful Tip

The time for the copier to enter the Energy Saver mode can be selected from 1 to 120 min.
For details, see User's Choice. ➪ p. 86

NOTE

The copier is automatically shut down if the Auto Power-OFF function is activated while it is in the Energy Saver mode.

Interrupt

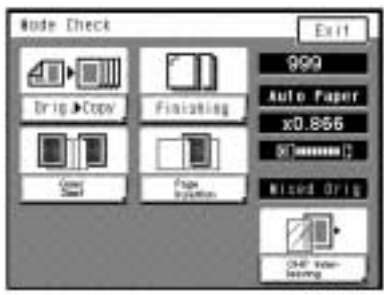
The Interrupt function allows you to interrupt a current job and run a different one. Pressing the Interrupt key once sets the copier into the Interrupt mode. Pressing the key again lets the copier leave the Interrupt mode, returning to the previous settings.

Useful Tips

- If the current job involves 2-sided copying, Cover function, Page Insertion or OHP Interleaving, the copier rejects an Interrupt cycle.
- If the current job involves a finishing function other than Non-Sort, Non-Sort is automatically selected at the same time when an Interrupt function is invoked.

Mode Check

By pressing the Mode Check key on the control panel, you can either check for or change the current settings.



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- When you touch Exit after having checked the currently set functions, the Basic screen reappears.
- To change a certain function, touch the corresponding key and then make the necessary change.

Access Number

If an access number has been programmed, it allows only particular persons to use the copier or a supervisor to keep track of the number of copies made by a particular department.

NOTES

- *If an access number has been programmed, a copy cycle can be initiated only after the access number has been input to the copier.*

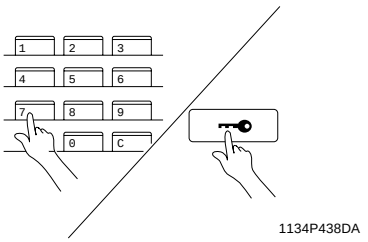
<"Access #" Prompt Screen>

1149O271CA

- *Before you can use this function, you must first turn "ON" the "Copy Track" function of the Administrator Mode available from User's Choice.* ➪ *p. 88*

Entering the Access Number

1 From the 10-Key Pad, enter the 4-digit access number and press the Access Mode key.



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NOTE

To correct the 4-digit access number entered, first press the Clear key, then enter the new number.

2 When the initial screen reappears, you can now start a copy cycle.

3 When the copy cycle is completed, press the Access Mode key again.

Chapter 3
Making Copies

This chapter shows you how to make copies.
The "Basic Copying Overview" offers quick, at-a-glance instructions for making copies. Each step is keyed to a page number with a more detailed description.

1. *Basic Copying Overview p. 24*
2. *Placing Originals*
   - *Using the Automatic/Duplexing Document Feeder p. 26*
   - *Placing Originals on the Original Glass p. 29*
3. *Manual Bypass Copying p. 32*
4. *Basic Functions*
   - *Copy Paper Size p. 34*
   - *Zoom Ratio p. 36*
   - *Image Density p. 40*
5. *Selecting the Original ▶ Copy Type p. 42*
   - *1 ▶ 1*
   - *1 ▶ 2*
   - *2 ▶ 1*
   - *2 ▶ 2*
   - *1 ▶ [2in1]*
   - *1 ▶ 2[2in1]*
   - *1[2in1] ▶ 1*
   - *2[2in1] ▶ 1*
   - *Book ▶ 1*
   - *Book ▶ 2*
   - *Selecting Original ▶ Copy Type p. 44*
   - *Some Precautions for Making Copies p. 46*
6. *Finishing Mode p. 48*
   - *Non-Sort*
   - *Sort*
   - *Sort Staple*
   - *Group*
   - *Hole Punch*
   - *Manual Staple*
   - *Select the Finishing Function p. 50*
   - *Instructions for Loading Originals for the Finishing Functions p. 54*
   - *Auto Dual Function p. 56*
7. *Auxiliary Functions*
   - *Cover p. 58*
   - *Auto Original Count p. 61*
   - *Page Insertion p. 62*
   - *OHP Interleaving p. 68*
   - *File Margin p. 72*
   - *Edge/Frame Erase p. 74*

1. Basic Copying Overview

One of the most basic copying jobs is to make full-size (×1.000) copies of the original.

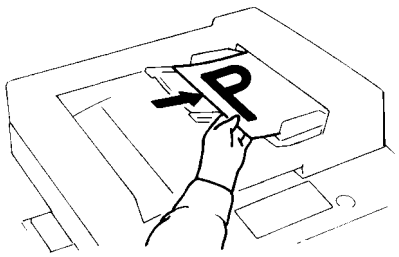
- Place the original in position (step 1), set the number of copies to be made (step 8), and press the Start key (step 9). This will allow you to make full-size copies on paper of the same size as the original.

(*Automatically selected in the initial mode are Auto Paper, full size, and Auto Exposure.)

The selections ➡ you make on the Touch Panel will change the exposure level, zoom ratio, the type of copy and so on.

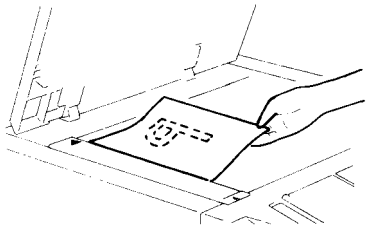
1. Placing the Original

- Load the originals face up on the document feeder. ➪ p. 27



1151O16AA

- Raise the Original Cover and place the original face down on the Original Glass. ➪ p. 29



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To change the copy paper size ➡

To change the zoom ratio ➡

To change the exposure level ➡

Selecting the basic functions

2. Touch Paper. ➪ p. 34

3. Touch Zoom. ➪ p. 36

4. Touch Exposure. ➪ p. 40

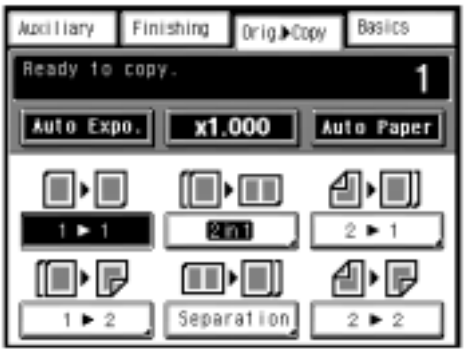
1149O413CA

- To make copies from a book
- To save copy paper

➡

Selecting the original ▶ copy type

5. Touch Orig. ▶ Copy. ➪ p. 42



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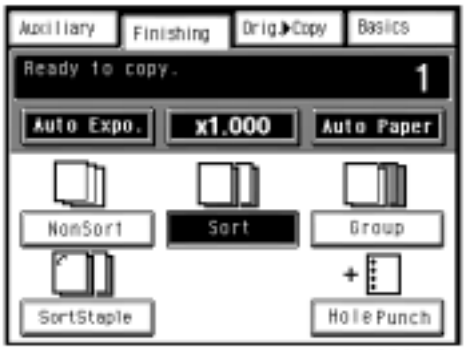
• To sort copies
• To staple copies
• To punch holes in copies

Selecting the finishing type

6. Touch Finishing
⇨ p. 48

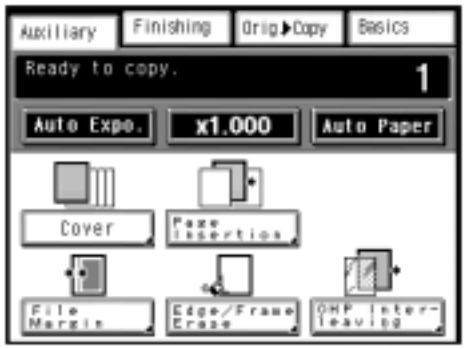


1149O274CA

• To make a file margin on the copy

Selecting the auxiliary functions

7. Touch Auxiliary.
⇨ p. 58



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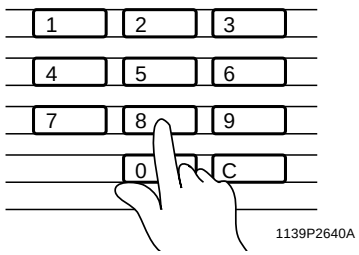
8. Setting the number of copies.

• From the 10-Key Pad, set the desired number of copies to be made.

* If you have entered an incorrect number, press the Clear key [C], then enter the correct number.



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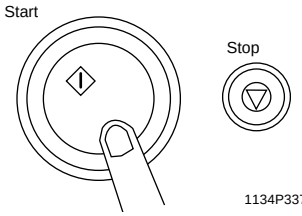
9. Pressing the Start key

When you press the Start key, the copier starts the copy cycle.

* To stop the copy cycle, press the Stop key.



1134P337CA

2. Placing Originals

Using the Automatic/Duplexing Document Feeder

The Automatic/Duplexing Document Feeder automatically feeds in sheet originals placed on the Document Feed Tray one by one. After the copy cycle has been completed, it automatically ejects the original onto the Document Exit Tray.

Some originals may not be suitable for reliable operation of the Document Feeder. Here is a guideline.

Originals Suitable for the Automatic/Duplexing Document Feeder

Type of Originals: Sheets (Plain paper)
Normal mode
- 1-Sided Original (50 g/m^2 to 110 g/m^2)
- 2-Sided Original (60 g/m^2 to 90 g/m^2)
- Mixed Original Detection Mode (60 g/m^2 to 90 g/m^2)

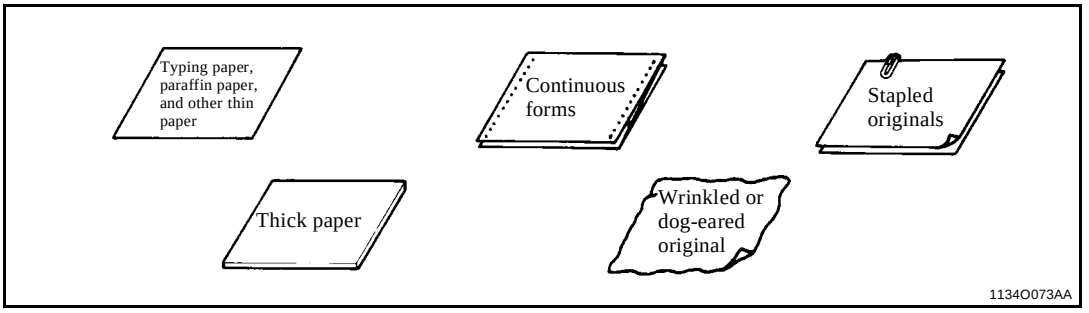
Lightweight Original Detection Mode (40 g/m^2 to 110 g/m^2)

Original Size: 1-Sided Original, 2-Sided Original, Mixed Original Detection Mode
A3L, B4L, A4L, A4C, 210mm × 330mm
A5L (Except for Mixed Original Detection Mode)
2-in-1 (Dual Original Scanning) mode : A4C

∗ Lightweight Original
Be sure to use the User's Choice to turn ON the Lightweight Original Mode when making copies from the lightweight originals. ➪ p. 86
For a lightweight original (40g/m^2 to 50g/m^2), it is recommended to place it directly onto the Original Glass or to make copies using the SADF Mode. (Single Automatic Document Feeding Mode). ➪ p. 28

Originals Not Suitable

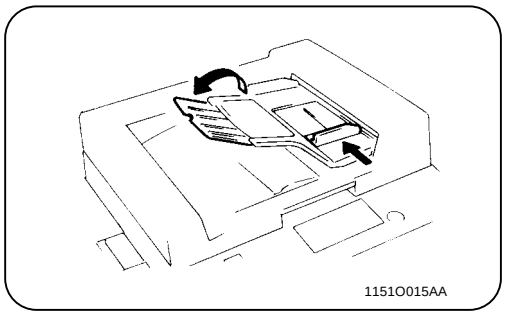
- Typing paper, paraffin paper, and other thin paper
- Thick paper
- Originals greater than A3L or smaller than A5L
- Transparencies, translucent paper
- Wrinkled, dog-eared, curled, or torn originals
- Clipped or stapled originals
- Carbon-backed originals



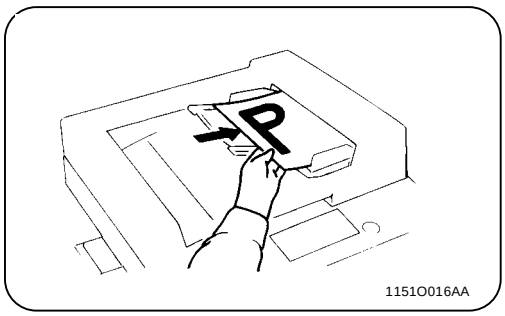
∗ For any of these types of originals, place the original manually on the Original Glass to make a copy. ➪ p. 29

Loading the Originals

1 Slide the Document Guide Plate to the size of the originals.
∗When using large size originals, flip up the Document Feed Tray Extender. (AF-5)



2 Load a neat stack of originals face up on the Document Feed Tray.

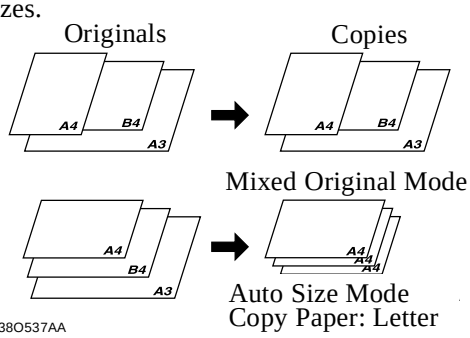


NOTES

- *The maximum number of originals that can be loaded*
  A4 or smaller : Up to 50
  A3 or B4 : Up to 30
- *Make sure that the top level of the original stack does not exceed the ▼ marking.*
- *Make sure that the Document Guide Plate is in touch with the edges of the original stack. If it's not pressed snugly against the original stack, skewed feeding could result.*

Using the Mixed Original Detection Mode

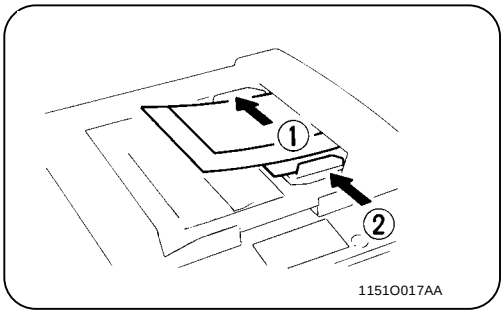
Use the Mixed Original Detection mode to make copies automatically from originals of assorted sizes loaded in the Automatic/Duplexing Document Feeder.
If Auto Size is selected, you can make copies of the same size from originals of different sizes.



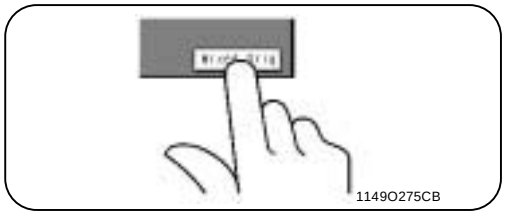
NOTE

The copier cannot staple together copies of different sizes made in the Mixed Original Detection mode.

1 Load the stack of originals so that the rear edge of each original is pressed against the rear Document Guide Plate. Then, slide the front Document Guide Plate against the front edges of the originals with the greatest width.



2 Touch Mixed Orig.



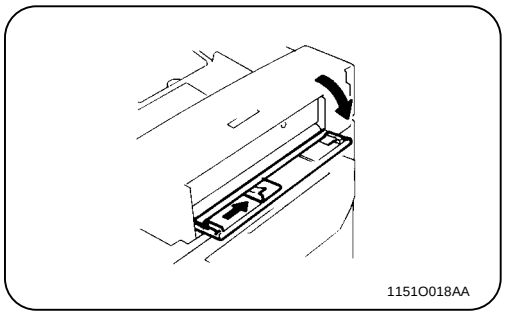
Using the Single Automatic Document Feeding Mode (SADF Mode)

This is the mode in which you load your originals one by one onto the Automatic/Duplexing Document Feeder to make a copy or copies from it. When you load the original, the copier automatically starts the copy cycle.

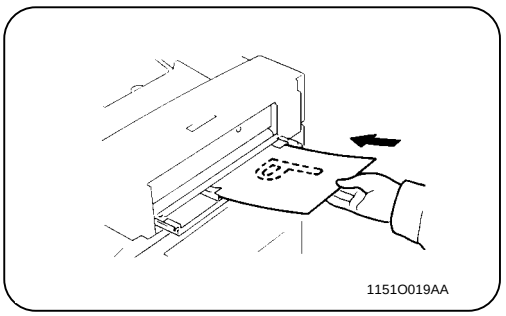
NOTES

- *Originals available for the SADF Mode.*
  Type : Plain paper
  Thickness : 35 g/m^2 to 200 m/g^2
  Size : A3L to A5L
- *The following features cannot be selected in the SADF Mode.*
  2-sided original ▶1-sided copy
  2-sided original ▶2-sided copy
  Dual Original Scanning Mode (2 in 1 Mode)
  Cover Mode, Separation Mode, Manual Staple

1 Open the Single Feed Tray and slide the Guide Plate to the size of the original.



2 Make sure that the Start Key is lit green and place the original face down on the Document Feed Table.



NOTES

- *Be sure to place one original at a time.*
- *Be sure to correct any fold or curl in the original.*

3 The original is automatically taken up and the copy cycle is started.

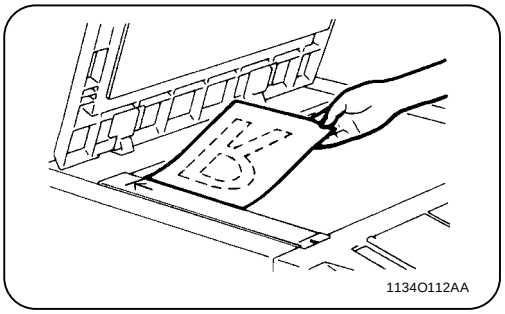
4 Making sure that the Start Key lights up green again, load the next original.

Placing Originals on the Original Glass

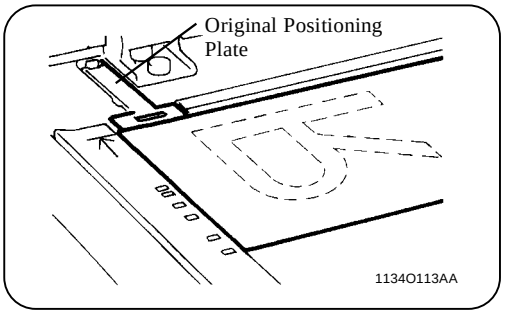
Different methods are used to place the original depending on its type. Use the appropriate procedure.

Sheet Originals

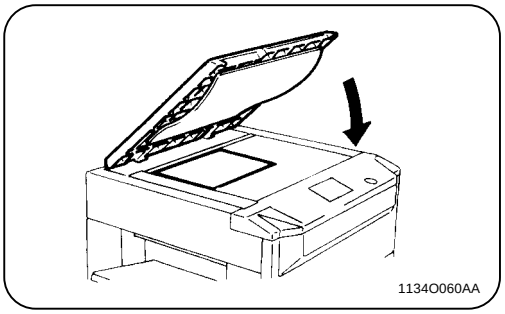
1 Raise the Original Cover and place the original face down on the Original Glass.



2 Align the rear left corner of the original with the ↑ marker on the Original Width Scale. Then, press the rear edge of the original up against the Original Positioning Plate at the rear side of the Original Glass.



3 Gently lower the Original Cover.

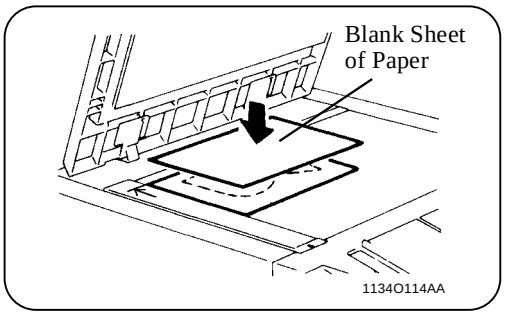


Highly Transparent Originals

(Using transparencies and translucent paper for the original)

1 Place the original in the same way as the sheet originals.

2 Place a blank sheet of paper of the same size as the original over the original.



3 Gently lower the Original Cover.

NOTES

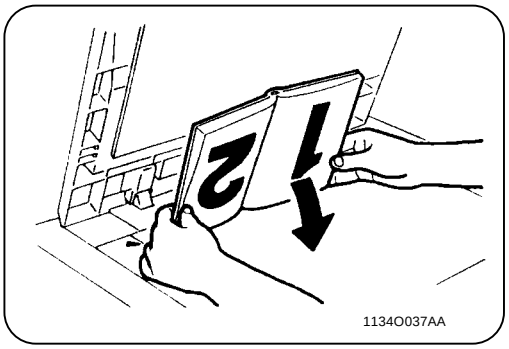
The original size that can be detected in the Auto Paper Select Mode are A3L, B4L, A4L, A4C, A5L.
When making copies from originals other that the above, select the copy paper size.

When using wrinkled or curled originals, the original size might not be detected correctly. So, select the copy paper size and do not use the Auto Paper Select Mode.
Copy Paper Size ⇨ p. 34

Making Copies from A Book Using Book Copy Mode

("Book" refers to an open bound original.)

1 Place the open book so that its top edge is at the rear of the copier.



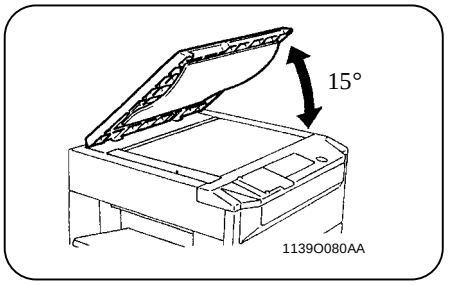
2 Gently lower the Original Cover.

NOTES

- *If the book is thick, make a copy with the Original Cover raised.*
- *Not positioning the open book properly will result in copies with pages in incorrect order.*
- *Do not look directly at the Original Glass surface as a strong beam of light is emitted.*

Instructions for Original Placement

- *Be sure to raise the Original Cover 15° or more before placing the original. If the Original Cover is raised to an angle less than 15°, the copier may fail to select the correct copy paper size or zoom ratio.*



- *Do not place an original weighing more than 3 kg on the Original Glass.*
- *When placing an open book, do not press the book hard on the Original Glass, as trouble could result.*

3. Manual Bypass Copying

Use the Manual Bypass to make copies on paper not loaded in any drawer, or to copy onto transparencies, translucent paper, or any other special paper. When using the Multi Bypass Tray, you can load multiple sheets of copy paper.

Copy Paper That Can be Used for Manual Bypass

	Non-Sort and 1-Sided Copy	2-Sided Copy	Sort/Group/Staple/Punch
Type of Paper	Plain paper (weighing 60g/m^2 to 90 g/m^2) Heavyweight paper (weighing 91 g/m^2 to 157g/m^2) Transparencies, translucent paper	Plain paper (weighing 60g/m^2 to 90 g/m^2) Heavyweight paper (weighing 91 g/m^2 to 157g/m^2)	Plain paper (weighing 60g/m^2 to 90 g/m^2)
Paper Size	A3L to A6L Width : 100 mm × 297 mm Length : 140 mm × 432 mm	A3L to A5L	Sort/Group : A3L to A6L Staple : A3L to A5L Punch : A3L, A4C
Capacity	Plain Paper … Up to 50 sheets Plain Paper (once-copied paper) … Up to 20 sheets Thick paper, transparencies, translucent paper … Up to 20 sheets		

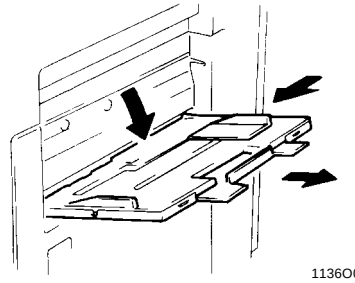
Using the Manual Bypass

1 Place the original on the Original Glass and make the control panel settings.

NOTE

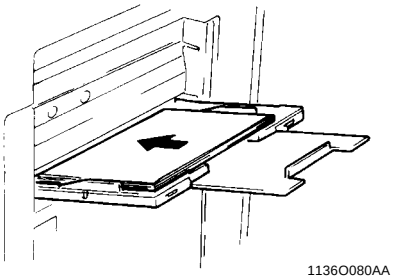
The following functions cannot be selected for Manual Bypass if "Manual Feed Expansion" of User's Choice has been turned "OFF" : Auto Size, Auto paper, Finishing, and 2-sided copying, Margin-by-Reduction, 1[2in1] ▶1 and 2[2in1] ▶ 1.

2 Swing down the Multi Bypass Tray and slide the Paper Guide Plate to the size of the copy paper.



1136O079AA

3 Place a neat stack of copy paper on the Table and insert it into the copier until it stops.



1136O080AA

NOTES

- *Before inserting, fan the paper stack well if you are using transparencies or translucent paper.*
- *Correct any curl if you are using heavyweight paper.*
- *When using once-copied paper, load the paper stack so that the blank side faces up.*
- *The paper will be copied on the side facing up.*

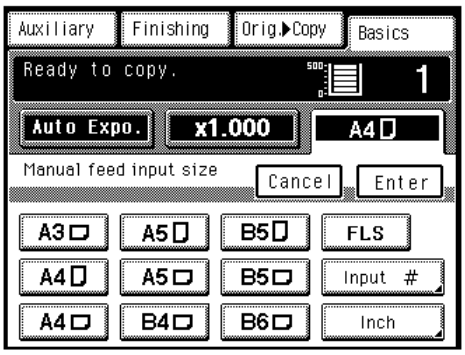
4 Touch **Paper**.

1149O269CC

5 Touch **Input Size**.

1156O083DA

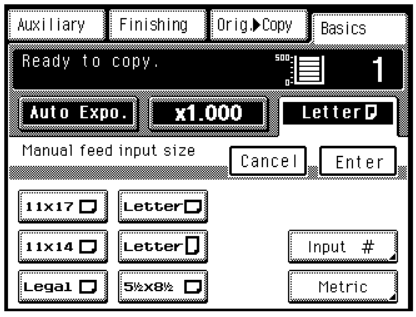
6 Select the desired paper size and touch **Enter**.



1156O009CA

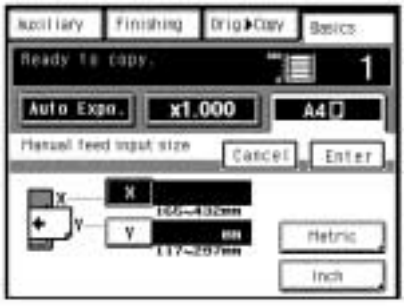
Useful Tip

When you want to use inch size paper, touch **Inch** on the screen given in step **6**, and you have screen that allows you to select a inch paper size



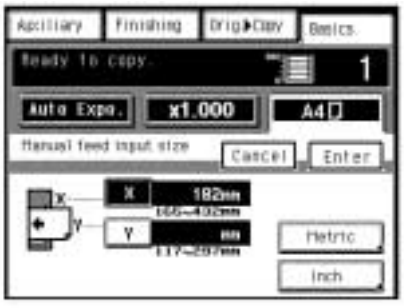
1156O008CA

When you use nonstandard size paper, touch **Input #** on the screen given in step **6**, and you have the following screen.



1156O084DA

Touch **X** and enter the size from the 10-Key Pad



1156O085DA

Touch **Y** and enter the size from the 10-Key Pad.
Then touch **OK**.

4. Basic Functions

In the following pages, we explain how to make the basic settings (copy paper, zoom ratio, and exposure level) to make copies.

Basic Screen

1149O263CA

Exposure key:
Touch this key to show a screen which allows you to select the image density of the copy.

Paper Key:
Touch this key to show a screen which allows you to select the paper size.

Zoom key:
Touch this key to show a screen which allows you to select the zoom ratio.

Copy Paper Size

AutoPaper

In the Auto Paper mode, the copier automatically selects the paper of the optimum size according to the size of the original being used and zoom ratio selected for use.

1 Touch **Paper** on the Basic screen and then touch **Auto Paper** .

1156O063DA

Useful Tip

This mode is efficient when you want to make copies on paper of the same size as your originals automatically.

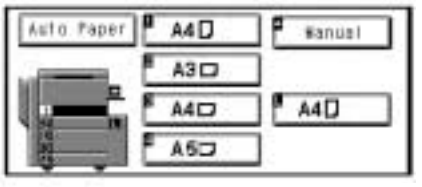
Manual Selection

The copy paper size can be set manually according to your need.

1 Touch **Paper** on the Basic screen, and the Touch Panel shows which drawer holds which copy paper size.

1156O064DA

2 Touch the desired paper size key.



1156O065DA

1	1st Drawer	4	4th Drawer
2	2nd Drawer		Manual
3	3rd Drawer	L	Large Capacity Cassette

Auto Drawer Switching

If the drawer currently selected for use runs out of paper and there is another drawer loaded with paper of the same size and in the same direction, the copier automatically selects that second drawer to continue copying.

Useful Tip

When you, for example, load the 1st Drawer and 2nd Drawer with paper of the same size, you can make up to 1,000 copies (80 g/m^2) without interruption.

Special Paper Setting

If a symbol S, , or 2 appears on the paper select key shown on the Touch Panel, it means that particular drawer has been designated for special paper.

1156O066DA

The copier provides three different types of special paper setting, each having specific purposes as detailed below. The setting can be made by using User's Choice. ➪ p. 87

S : Recycled paper

When this setting is made, the Display asks you whether or not to use that particular drawer as a possible candidate in the Auto Paper mode. You may be using both recycled as well as plain paper loaded in your copier. If, for example, you make this setting for the drawer loaded with recycled paper, the copier does not select that particular drawer in the Auto Paper mode. This allows you to make copies on plain paper first.

: Special paper (inserts)

This setting precludes both Auto Paper mode and Automatic Drawer Switching. Make this setting for the paper for inserts (e.g., colored paper), preventing that paper from being used for other purposes.

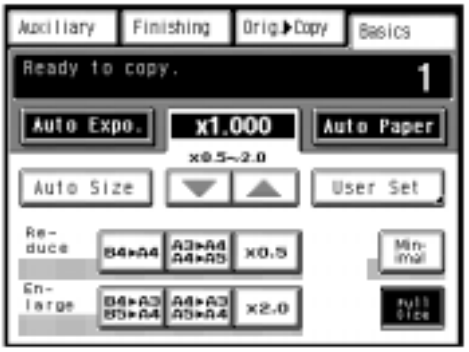
2 : Disabling 2-sided copying

This setting precludes 2-sided copying.

Zoom Ratio

When you touch **Zoom** on the Touch Panel, a screen appears that allows you to set the zoom ratio. You have six different ways to choose from to set the zoom ratio. Select one according to your need.

Zoom Ratio Range: ×0.500 to ×2.00

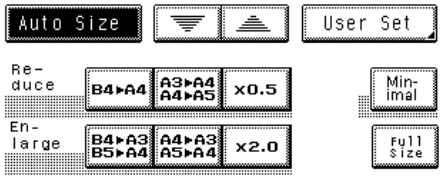


1156O067DB

Auto Size

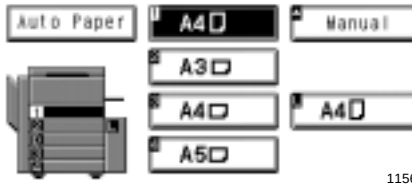
In the Auto Size mode, the copier automatically selects the zoom ratio according to the size of the original being used and the copy paper size selected for use.

1 Touch **Auto Size** to set the copier into the Auto Size mode.



1156O068DB

2 Select the paper size.
(Copy Paper Size ⇨ p. 34)



1156O069DA

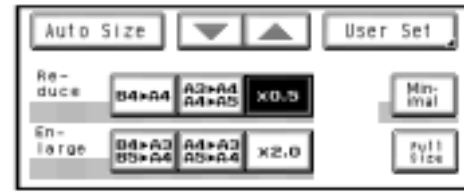
Useful Tip

This mode is very helpful for neat filing when you need to make copies from originals of assorted sizes.

Selecting a Ratio from among Fixed Ones

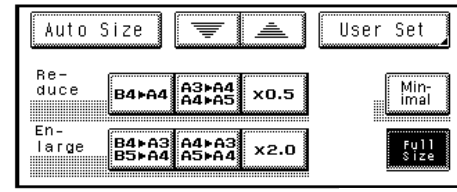
The copier provides most frequently used zoom ratios ready for immediate use.

1 Touch the appropriate original-to-copy-size representation key. You have four reduction and four enlargement ratios.



1156O070DB

When you touch **Full Size**, full size (×1.000) is selected.



1156O071DB

For a Slightly Smaller Image

This function lets you make a copy slightly reduced in image size from that of the original.

1 Touch **Minimal**.

1156O072DB

Useful Tips

- A ratio of ×0.930 has been factory-programmed in Minimal, but that ratio can be changed as necessary. ➪ p. 82
- It comes in handy for making a copy, without losing any portion of the original image, from an original which has an image area covering its entire surface.

Using Zoom Up/Down Keys

Pressing the ▼ or ▲ key changes the zoom ratio shown in 0.001 increments. You can keep touching the key to change the ratio quickly.

1 Hold down the ▼ or ▲ key until the desired zoom ratio is reached.

1156O073DB

Useful Tip

To save time, first select the fixed zoom ratio nearest to the target ratio before using the ▼ or ▲ key.

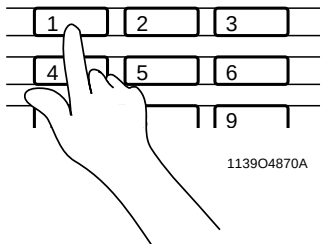
Using the 10-Key Pad

You may use the 10-Key Pad to directly enter the zoom ratio.

1 Touch **User Set**.

1156O074DB

2 Enter the desired zoom ratio from the 10-Key Pad.



1139O4870A

Example: ×1.300
Press 1, 3, 0, and 0, in that order.

1149O160BA

To correct a ratio, press the Clear key and then enter the correct one again.

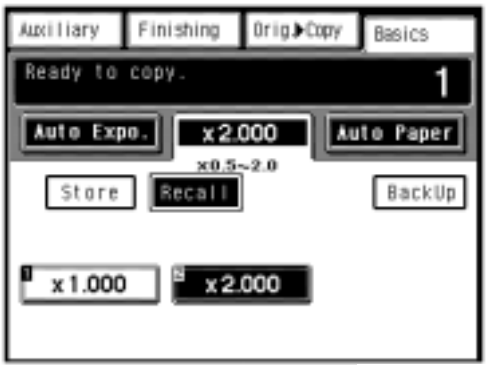
Calling up a Ratio from Memory

You can store some of the most frequently used zoom ratios in memory and recall them later as necessary.

1 Touch **User Set**.

1156O074DB

2 From among the two ratios previously stored in memory, select the desired one.



1149O301CA

Useful Tip

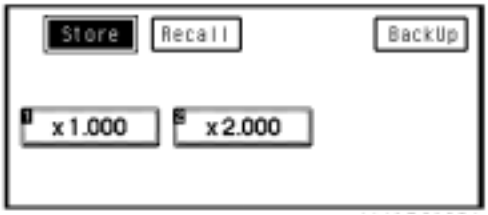
It's a good idea for you to store frequently used zoom ratios in memory.
⇨ p. 39

Storing a Ratio in Memory

1 Touch **User Set**.

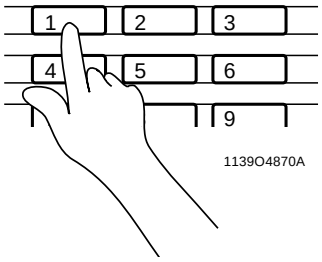
1156O074DA

2 Touch **Store**.



1149O302CA

3 Enter the desired zoom ratio from the 10-Key Pad.



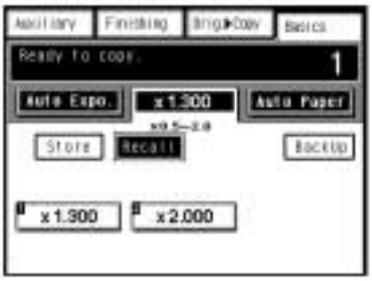
1139O4870A

Example: ×1.300
Press 1, 3, 0, and 0, in that order.

1149O160BA

To correct a ratio, press the Clear key and then enter the correct one again.

4 Touch memory location key **1** or **2** in which to store the set zoom ratio.



1149O303CA

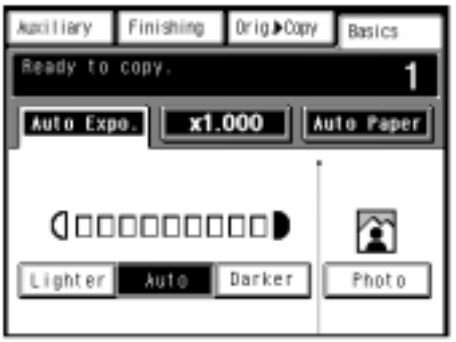
* When the key is touched, the ratio is shown on the key, indicating that it has been stored in memory.

NOTES

- *When a new ratio is stored, the old one is erased.*
- *The custom zoom ratios may be stored in memory by using the User Mode.* ➪ *p. 82*

Image Density

When you touch **Exposure** on the Touch Panel, a screen appears that allows you to set the exposure level or image density. You have a choice of three different ways to adjust the exposure level: Auto Exposure, Manual Exposure, or Photo mode. Select the appropriate mode according to your particular needs.



1149O268BA

Auto Exposure

When in the Auto Exposure mode, the copier automatically adjusts the exposure level for the optimum copy image density.

1 Touch **Auto**.
The **Auto** key is highlighted, indicating that the copier is set into the Auto Exposure mode.

1149O304CA

Useful Tips

- The exposure level in the Auto Exposure mode can be made either darker or lighter by using User's Choice. ➪ p. 85
- The copier has been factory-set to automatically select the Auto Exposure mode. User's Choice can be used to change this default setting to the Manual Exposure mode. ➪ p. 85

Manual Exposure

In the Manual Exposure mode, you can vary the exposure level in nine steps.

1 Touch **Lighter** or **Darker** as necessary.

1156O057CA

<To make the image darker>
Touch **Darker**.

<To make the image lighter>
Touch **Lighter**.

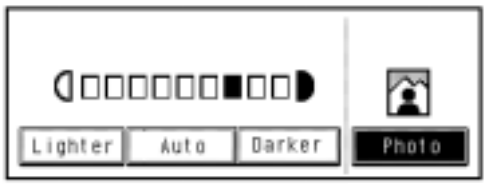
Photo

The copier can make a faithful reproduction of an original having a halftone image such as photos. The image density of the photo may be varied in nine steps.

1 Touch **Photo**.
The **Photo** key is highlighted, indicating that the copier is set into the Photo mode.

1149O306CA

2 Touch **Lighter** or **Darker** as necessary.



1156O058CA

NOTE

When making copies in the Photo Mode, Auto Exposure does not operate. Select the desired exposure level in the Manual Exposure Mode.

<To make the image darker>
Touch **Darker**.

<To make the image lighter>
Touch **Lighter**.

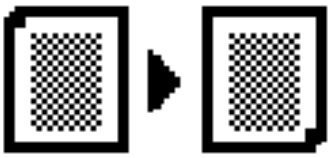
5. Selecting the Original ▶Copy Type

In the following pages, let's look at how we should make the settings for the type of copy we want to make from the type of original we have.
When you touch **Orig. ▶ Copy** on the Touch Panel, a screen appears that allows you to set the orig. ▶ copy type.

Original ▶ Copy Types

1 ▶ 1

Original Copy

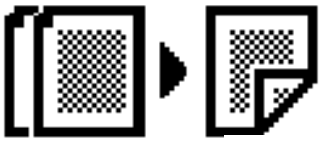


1149O405AA

Select 1▶1 to make 1-sided copies from 1-sided originals.

1 ▶ 2

Originals Copy



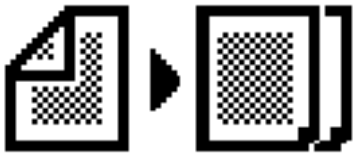
1149O408AA

<Only when a Duplex Unit is mounted>
Select 1▶2 to make 2-sided copies from 1-sided originals.

* Two originals can be copied onto one copy.

2 ▶ 1

Original Copies

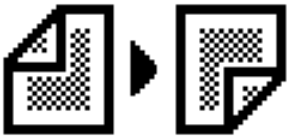


1149O407AA

<Only when a Duplexing Document Feeder is mounted>
Select 2▶1 to make 1-sided copies from 2-sided originals.

2 ▶ 2

Original Copy



1149O410AA

<Only when a Duplexing Document Feeder and Duplex Unit are mounted>
Select 2▶2 to make 2-sided copies from 2-sided originals.

1 ▶ [2in1] <accessed via 2in1>

Originals Copy

1149O406AA

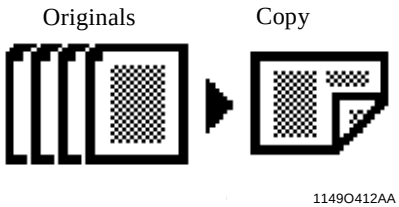
<Only when an Automatic/Duplexing Document Feeder is mounted>
Select 1▶[2in1] to make a 1-sided copy, through reduction, from two 1-sided originals side-by-side.

* You need half as many sheets of copy paper as required otherwise.

NOTE

The size of the original should be A4 crosswise for 2-in-1.

1 ▶2[2in1] <accessed via 2in1>

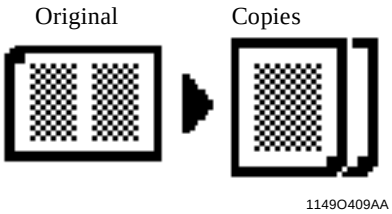


<Only when an Automatic Document Feeder and Duplex Unit are mounted>
Select 1▶2-[2in1] to make a 2-sided copy, through reduction, from four 1-sided originals. Each pair of originals will be placed side-by-side on either side of the copy.
* You need 1/4 as many sheets of copy paper as required otherwise.

NOTE

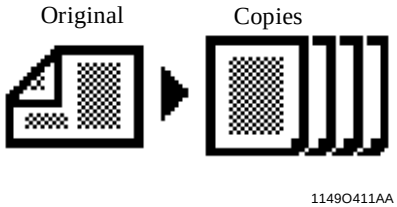
The size of the original should be A4 crosswise for 2-in-1.

1[2in1] ▶1 <accessed via Separation>



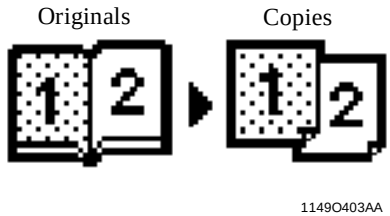
<Only when an Automatic/Duplexing Document Feeder is mounted>
Select 1-[2in1] ▶1 to make 1-sided page-by-page copies of a 1-sided original which is the result of 2-in-1 copying.
* You need twice as many sheets of copy paper as the original.

2[2in1] ▶1 <accessed via Separation>



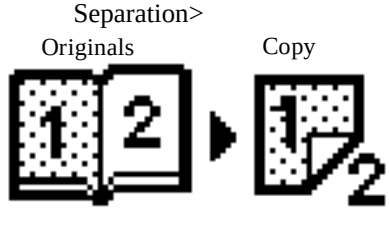
<Only when a Duplexing Document Feeder is mounted>
Select 2-[2in1] ▶1 to make 1-sided page-by-page copies of a 2-sided original which is the result of 2-in-1 copying.
* You need four times as many sheets of copy paper as the original.

Book ▶1 <accessed via Book Copy via Separation>



Select Book▶1 to make 1-sided page-by-page copies of an open book.

Book ▶2 <accessed via Book Copy via Separation>



<Only when a Duplex Unit is mounted>
Select Book▶2 to make a 2-sided copy of an open book. Each page of the open book will be copied onto one side of the copy.

Selecting Original▶Copy Type

1 Touch **Orig. ▶ Copy**.

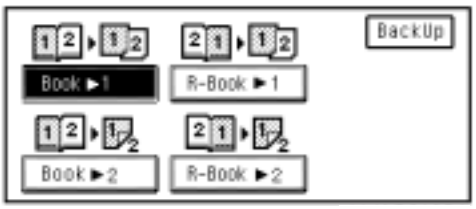
1149O269CA

2 Touch the key corresponding to the desired original-to-copy type.

1149O272CA

NOTE

When you make copies from a book, select the correct key according to whether the book is bound on the left or on the right (R-Book).

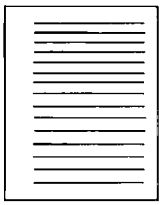


1149O312CA

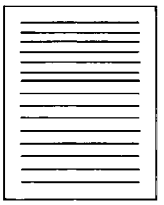
Margin key for the original:

- When you're going to make copies using 1▶2 or 2▶1, first check to see if your original has a file margin in it. The copier makes a necessary correction of margin position to make good copies out of it as long as you instruct it properly.

Original with a File Margin



Original with no File Margin



1152O044AA

If your original has a file margin

① Check your original for a margin.
② Touch **Margin**.
③ Select the margin width from among 5mm, 10mm, 15mm and 20mm. displayed under Original's Margin.
④ Touch **Enter** .

1149O314DA

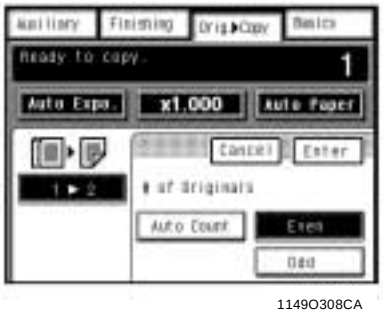
If your original has no file margin

There is no need of your making any setting.

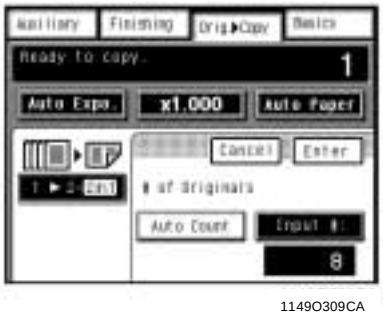
of Origs key

- If you're going to make copies using 1▶2, 1▶[2in1], or 1▶2-[2in1], you need to enter the number of your originals. Then the copier can arrange the pages in correct order.

When you know the number of originals



1149O308CA



1149O309CA

Setting Even/Odd

① Touch **# of Origs**.

② Touch **Even** or **Odd** as appropriate.

③ Touch **Enter**.

Using the 10-Key Pad

① Touch **Input #**.

② Enter the number of originals from the 10-Key Pad.

NOTES

- *The maximum number of originals you can set is 61.*
- *To correct a wrong number, press the Clear key, then enter the correct number.*

③ Touch **Enter**.

If you want the document feeder to count the number of originals for you

Select **Auto Count** to let the document feeder count the number of originals.

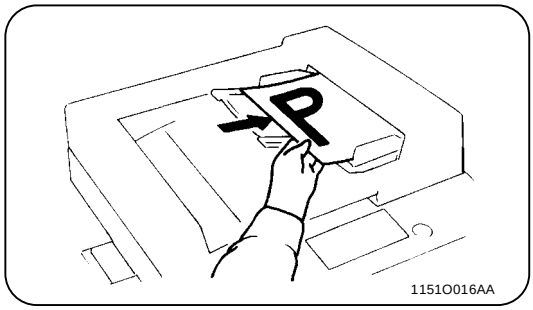
1149O310CA

① Touch **Auto Count**.

② Load your originals into the document feeder.

③ Press the Start key.
*The document feeder starts feeding the originals loaded in it to count the number of originals. (At this time, no copy cycle is run.)

④ Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start key to make copies.



1151O016AA

Some Precautions for Making Copies

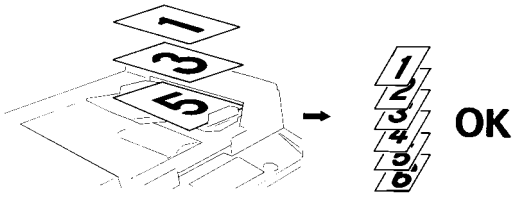
Loading the Originals

Use the following procedure when loading originals to make 1-sided copies from 2-sided originals (2▶1).

Load the originals crosswise.
If the originals are loaded lengthwise, the directions of the copy images will be mixed up.

Correct:

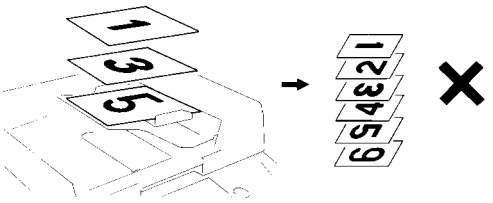
2-Sided Originals Loaded Crosswise → 1-Sided Copies



1151O023AA

Incorrect:

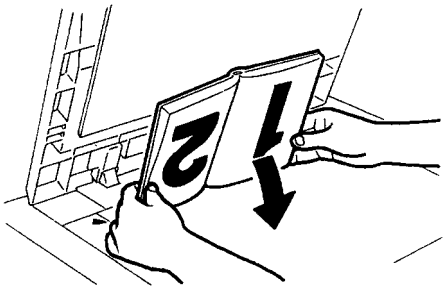
2-Sided Originals Loaded Lengthwise → 1-Sided Copies



1151O022AA

Precautions for Book Copying

Placing the Book on the Glass Correctly



1134O037AA

- Ensure that the top edge of the book is at the rear side.
- Make copies in descending order of page.
- When **Book Copy** is selected, the zoom ratio is automatically set to ×1.000. Select the desired zoom ratio and copy paper size.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ➪ p. 87

Precautions for 2-in-1 Copying

- When the 2-in-1 function is selected, the copier automatically selects a reduction ratio. You can nonetheless make a full-size copy.
- If the Frame + Center Erase function is selected, you can eliminate shadows which would otherwise be produced along the edges and down the center of the copy.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ➪ p. 87

Precautions for 2-in-1 Separation Copying

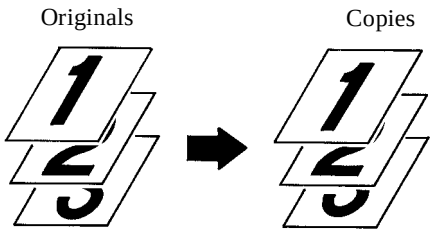
- When the 2-in-1 separation function is selected, the copier automatically selects an enlargement ratio. You can nonetheless make a full-size copy.
- User's Choice allows you to program a default zoom ratio, paper size, margin setting, and erase setting. ➪ p. 87

6. Finishing Mode

In the following, we explain about different finishing functions and setting procedures. When **Finishing** is touched on the Touch Panel, a screen appears that allows you to set a particular finishing function.

Finishing Functions

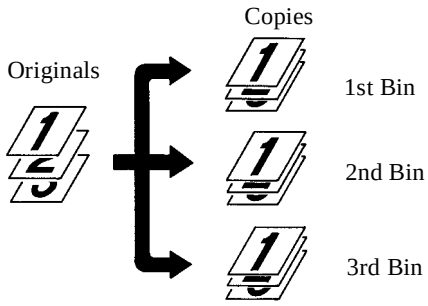
Non-Sort



1076O145

- All copies are fed out without being sorted, grouped, stapled, or punched.

Sort

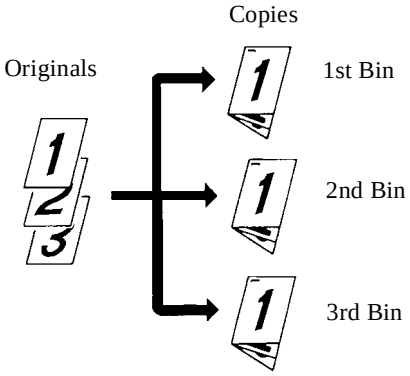


1076O146

<Only when a Sorter or Staple Sorter is mounted>

- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals.

Sort Staple

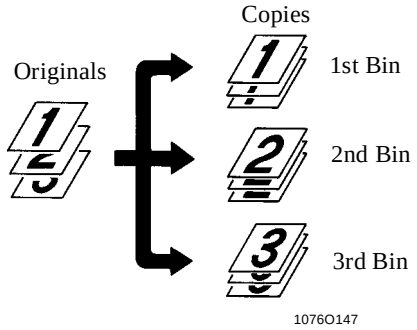


1151O108AA

<Only when a Staple Sorter is mounted>

- This function is effective when making multiple copies from multiple originals. Copies are sorted into complete sets of the originals and then stapled.

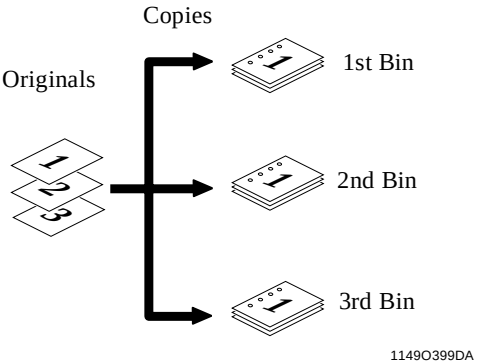
Group



<Only when a Sorter or Staple Sorter is mounted>

- The copies made from each single original are separated into groups. Each group contains the same number of copies.

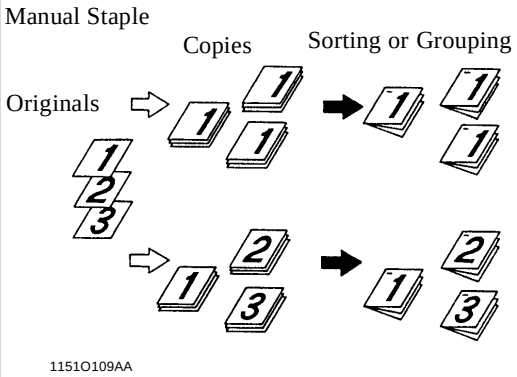
Hole Punch



<Only when a 20-Bin Staple Sorter is mounted>

- Holes are punched in the copy sets or stacks for filing. It can be combined with Non-Sort, Sort, Sort Staple, or Group.

Manual Staple



<Only when a Staple Sorter is mounted>

- This function allows you to staple copy sets already made in the Sort mode or copy stacks made in the Group mode.

* The feature is efficient for stapling originals after making copies.
➪ pp. 52, 53

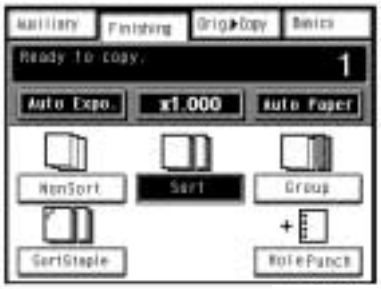
Useful Tip

The copier has been factory-set to automatically select Non-Sort in the initial mode. Also, the copier automatically switches between Sort and Non-Sort depending on the number of originals loaded in the document feeder and the number of copies to be made. User's Choice can, however, be used to change these default settings. ➪ pp. 85, 86

Selecting the Finishing Function

Sort / Group / Sort-and-Staple

1 Touch the desired finishing function key.



1149O274DA

◆Removing Copies from the Sorter

After the Sort, Group, or Sort Staple mode is finished, the bins will shift upward in position. When all movemet has ceased, then remove your copy sets or stacks from the bins. Once your copies are removed, the bins will shift downward in preparation for the next storing job.

NOTES

- *The capacity of each Sorter Bin is as follows*

Non-Sort

Type of Paper	Capacity
Plain and recycled paper	20 Bin Up to 100 sheets
	10 Bin Up to 50 sheets
Special paper (thick paper, translucent paper, OHP transparencies)	Up to 10 sheets

Sort, Group, Sort Staple

Bin	Capacity
10-Bin Sorter, Staple Sorter (1st to 10th Bin)	Up to 25 sheets
20-Bin Sorter, Staple Sorter (1st to 20th Bin)	Up to 50 sheets (Letter or smaller)

- *When making copies in the Sort Staple Mode, make sure to load the originals into the Document Feeder in the correct direction.*
- *Thick paper, translucent paper, and OHP transparencies cannot be used for making copies in Sort, Group, or Sort Staple.*

Manual Staple

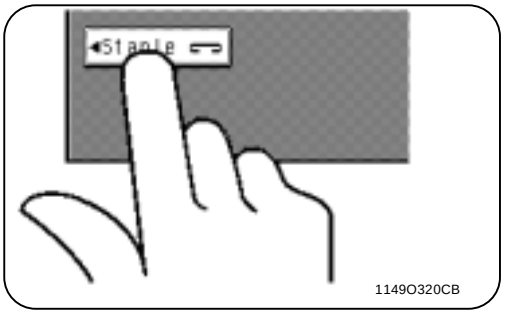
<To staple copy sets made in Sort or copy stacks made in Group>

1 Check that each copy set or stack has been fed into the Sorter Bin.

NOTE

Copies made in Non-Sort cannot be stapled manually

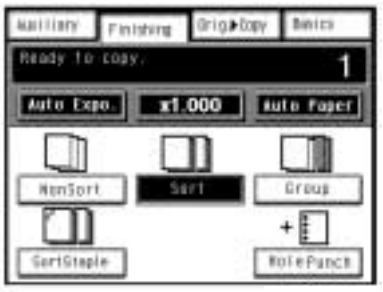
2 Touch **Staple**.
Then, the copy set or stack in the Sorter Bin will be stapled together.



1149O320CB

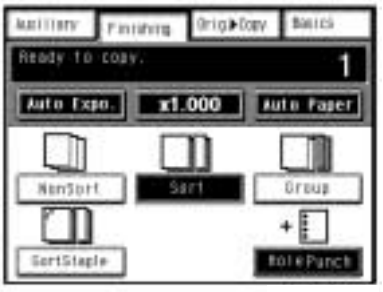
Hole Punch

1 Touch the desired finishing function key.



1149O316DA

2 Touch **Hole Punch**.



1149O319DA

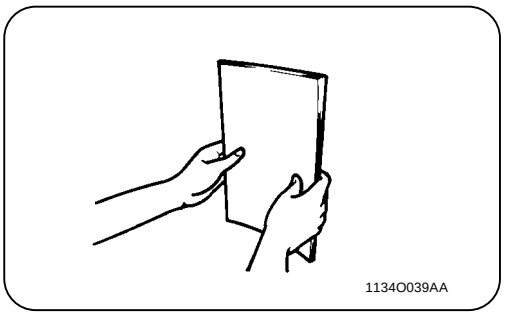
NOTES

- *When making copies in the Hole Punch Mode, make sure to load the originals into the Document Feeder in the correct direction.*
- *The size of the copy paper for Hole Punch is A3L and A4 crosswise only.*

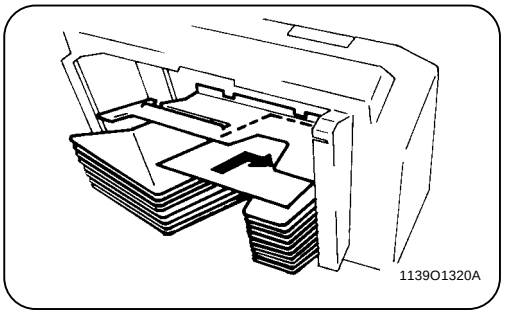
Using the Manual Staple Function

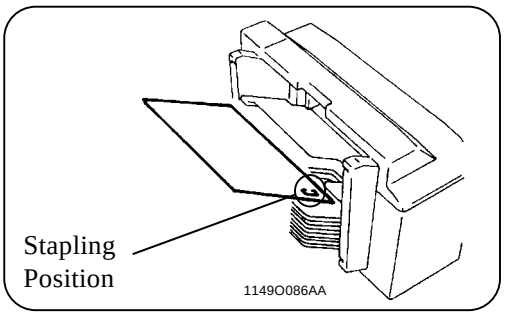
<To use as a stapler>
*When a 10-Bin Staple Sorter is mounted.

1 Align the sheets of paper neatly.



2 Insert the paper stack onto the 1st Bin facing up.

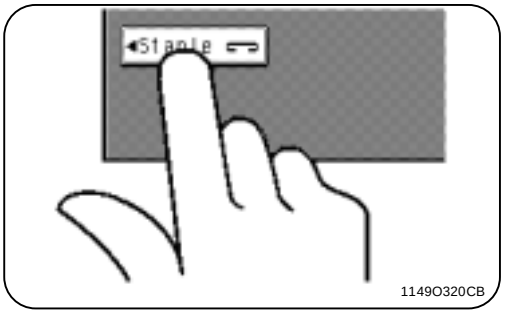




NOTES

- *Make sure of the stapling position and press the paper stack against the bracket.*
- *Up to 25 sheets of plain paper can be stapled.*
- *Never attempt to reach for the stapling position. This can be dangerous.*

3 Touch **Staple**. Then, the paper stack in the Sorter Bin will be stapled together.

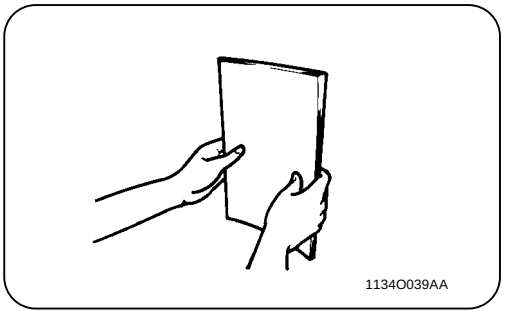


Useful Tip

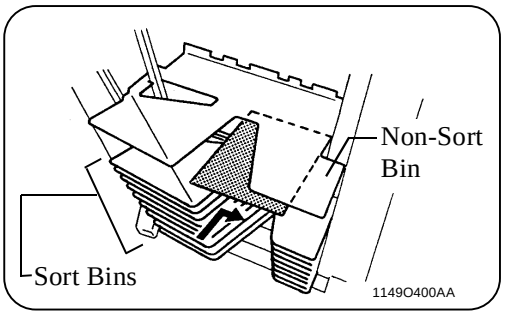
This feature is useful for stapling originals after making copies.

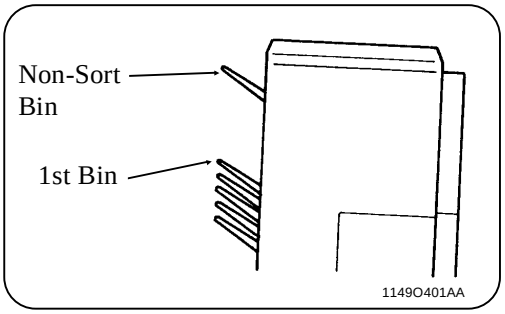
*When a 20-Bin Staple Sorter is mounted

1 Align the sheets of paper neatly.



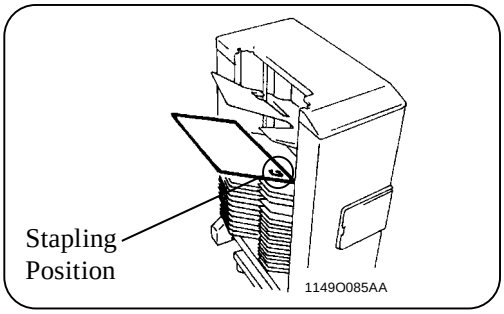
2 Insert the paper stack into the 1st Bin.





NOTE

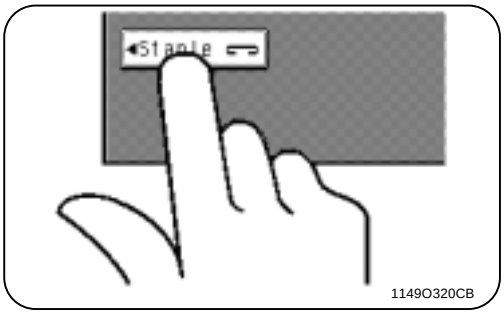
Up to 50 sheets of plain paper can be stapled.



NOTES

- *Make sure of the stapling position and press the paper stack against the bracket.*
- *Never attempt to reach for the stapling position. This can be dangerous.*

3 Touch **Staple**.
Then, the paper stack in the Sorter will be stapled together.



Useful Tip

This feature is useful for stapling originals after making copies.

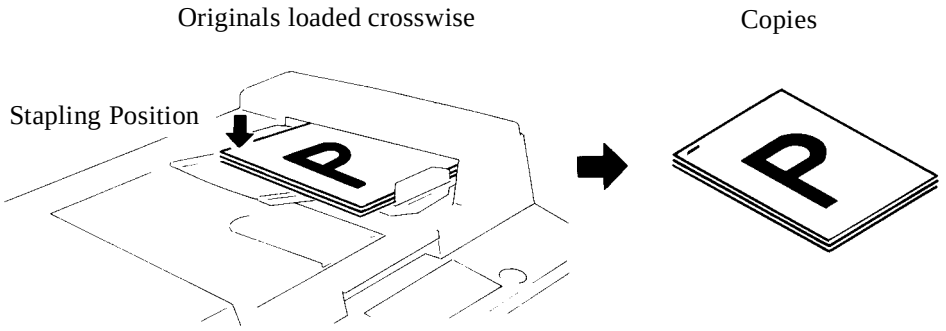
Instructions for Loading Originals for the Finishing Functions

Note the correct direction of the originals if the copies are to be stapled either in Sort Staple or Manual Staple Mode.

Using the Automatic/Duplexing Document Feeder

Load the originals crosswise in the document feeder. Ensure also that the stapling position is located as shown below.

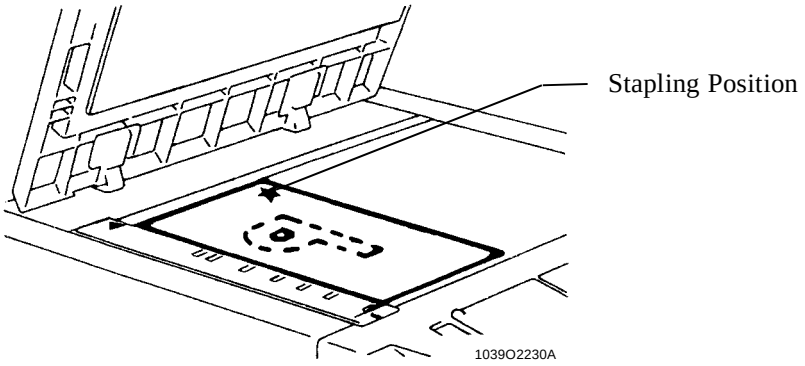
Correct:



Placing the Original on the Glass

Place the original with its stapling position at the upper right corner as shown below.

Correct:



* Use Manual Staple to staple copies after they have been made.

Note the correct direction of the originals if the copies are to be punched using Hole Punch.

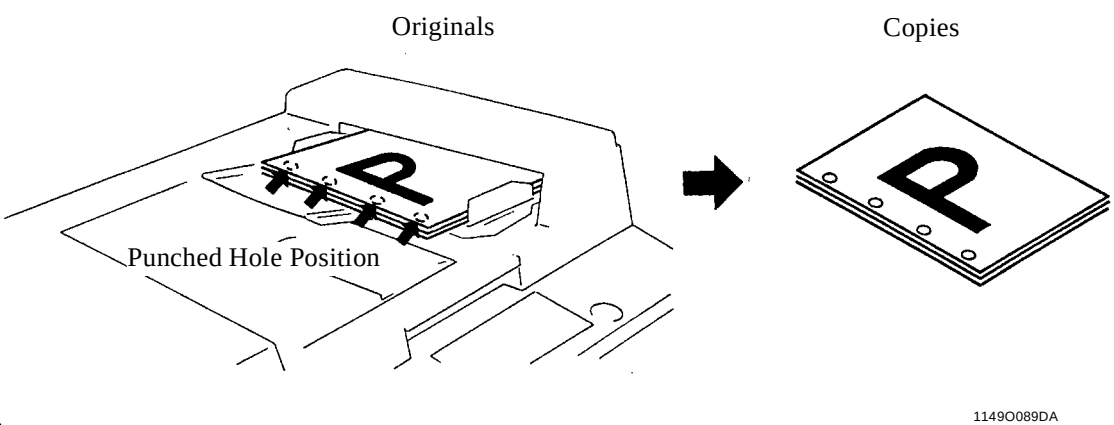
NOTE

Hole Punch is possible only when your copier is equipped with a 20-Bin Staple Sorter.

Using the Automatic/Duplexing Document Feeder

Load the originals so that the punched holes in them are located as shown below.

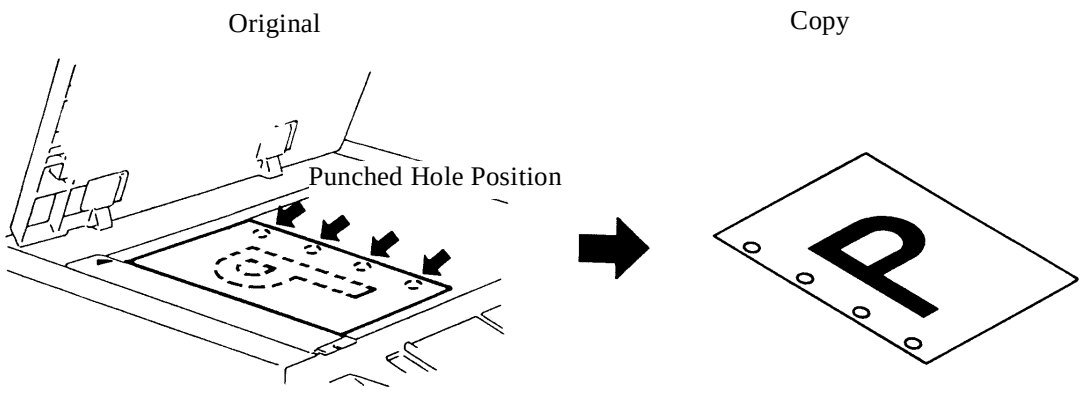
Correct:



Placing the Original on the Glass

Load the originals so that the punched holes in them are located as shown below.

Correct:



Auto Dual Function

Each of the Sort Bins holds up to 50 (*25) sheets of paper. The Auto Dual function, however, allows sorting of copies of up to 100 (*50) originals under certain conditions.

NOTE

*All figures in the following text are given based on the 20-Bin Staple Sorter and 20-Bin Sorter. Figures marked with * are for the 10-Bin Staple Sorter.*

Auto Dual Function in Sort Mode

When 10 (*5) or less copies are made from an original set consisting of more than 50 (*25) pages in Sort Mode, the Auto Dual function is automatically activated to allow the Sorter or Staple Sorter to continue sorting copies using the 11th (*6th) to 20th (*10th) Bins.

Copies	Bins Used
1st to 50th (25th) sorted copies	1st to 10th (*5th) Bins
51st to 100th (*26th to 50th) sorted copies	11th to 20th (*6th to 10th) Bins

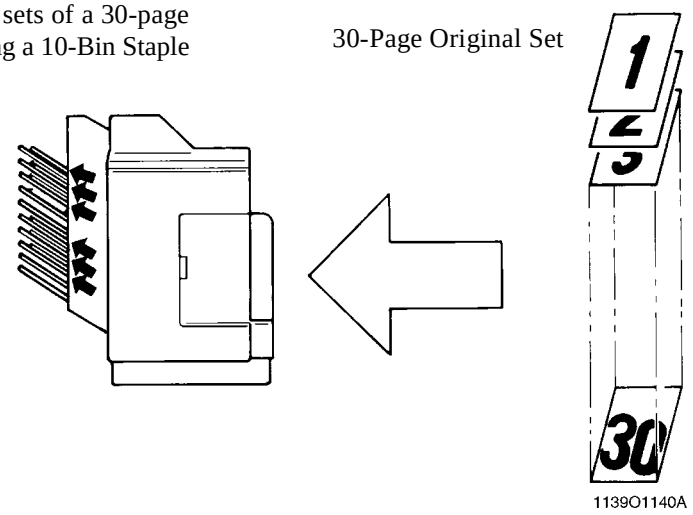
- If the number of copies selected exceeds 10 (*5), the copy cycle stops at the 50th (*25th) original.

Example: Making 3 copy sets of a 30-page original set using a 10-Bin Staple Sorter

30-Page Original Set

Each of the top three bins contains 25 sorted copies.

Each of the 6th to 8th Bins contains 5 sorted copies.



1139O1140A

To have a complete set from the originals, place the copies from the 6th Bin on top of those from the 1st Bin. In the same way, place the copies from the 7th Bin on top of those from the 2nd Bin, and so on.

Auto Dual Function in Sort Staple Mode

When 10 (*5) or fewer copies are made from an original set consisting of more than 51 (*26) originals in Sort Staple Mode and Auto Dual is activated, Sort Staple is automatically switched to Sort (no stapling takes place).

Auto Dual Function in Group Mode

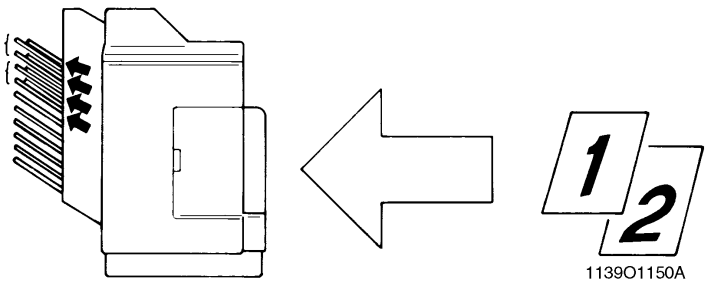
When more than 51 (*26) copies are to be grouped together into one group, the Sorter or Staple Sorter uses the subsequent bin to continue grouping the copies.

Original	Copies	Bins Used
1st	1st to 50th (*25th) copies	1st Bin
	51st (*26th) to subsequent copies	2nd Bin
3rd to Nth: Same way up to the 20th (*10th)		

Example: Using a 10-Bin Staple Sorter to separate copies made from 2 different originals into two groups when each group contains 35 copies or more.

Copies of 1st original
1st Bin: 25
2nd Bin: 10

Copies of 2nd original
3rd Bin: 25
4th Bin: 10



Auto Dual Function in Non-Sort Mode

The capacity of the Non-Sort Bin (*1st Bin) is 100 (*50) in Non-Sort. If more than 100 (*50) copies are made in Non-Sort, the Sorter uses the 1st (*2nd), 2nd (*3rd), and subsequent bins to hold those excess copies.

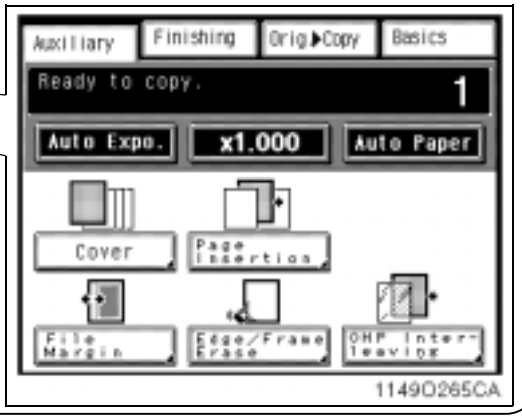
To Make More Than 20 (*10) Copy Sets in Sort Mode

The maximum number of copy sets that can be sorted in a single copy run in Sort Mode is 20 (*10). If you need more copy sets than that, do this: first, enter the number of copy sets you need from the 10-Key Pad and press the Start key. When the copier finishes making and sorting 20 (*10) copy sets, it temporarily stops. You now remove the copy sets from the bins, then load your originals again and press the Start key. The copier resumes the copy job where it left off.

7. Auxiliary Functions

These pages explain about convenient functions offered as the Auxiliary functions and how to set these features. When the **Auxiliary** key on the Touch Panel is touched, the Auxiliary function menu screen appears.

1149O263CA



1149O265CA

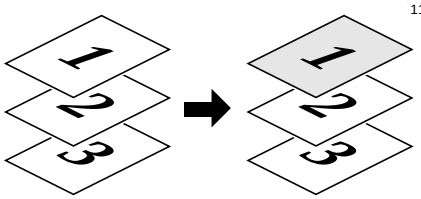
Cover

The Cover mode lets you make a front cover or a front and back cover for a copy set by copying the first page or the first and last page of an original set on different paper from the normal copy paper, such as colored paper. There are six different Cover functions available. Select the appropriate one according to your need. The **Cover** key is shown only when the copier is equipped with a document feeder.

Functions

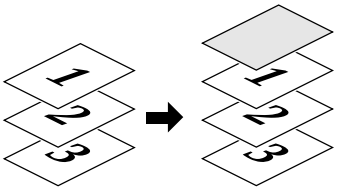
Front Cover: Copied
Back Cover: None

1149O390AA


1149O039AA

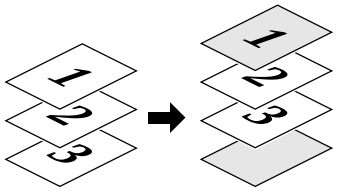
Front Cover: Blank
Back Cover: None

1149O389AA


1149O042AA

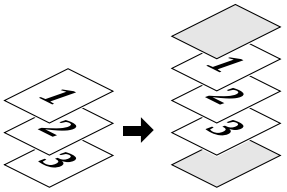
Front Cover: Copied
Back Cover: Blank

1149O394AA


1149O040AA

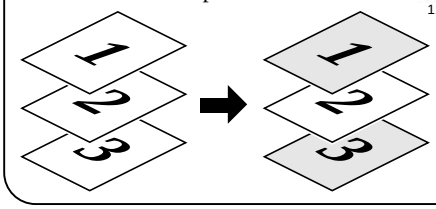
Front Cover: Blank
Back Cover: Blank

1149O392AA


1149O043AA

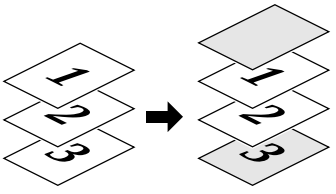
Front Cover: Copied
Back Cover: Copied

1149O393AA


1149O041AA

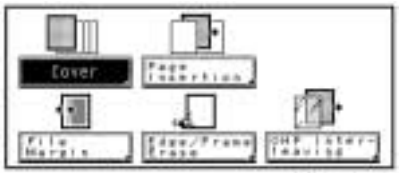
Front Cover: Blank
Back Cover: Copied

1149O391AA


1149O044AA

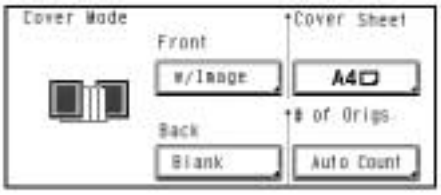
Using the Cover Mode

1 Touch **Cover**.



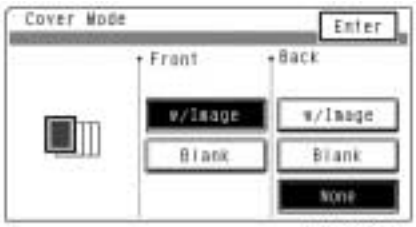
1149O321CA

2 Touch the key for Front or Back.



1156O075AA

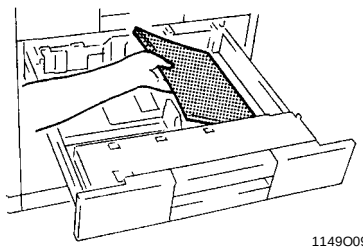
3 Select the appropriate function (W/Image, Blank, or None) for Front and Back.



1149O323CA

4 Touch **Enter**.

5 Load the paper for the cover (e.g., colored paper) in the drawer.

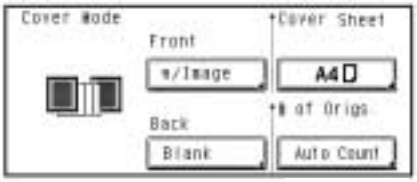


1149O093AA

Useful Tip

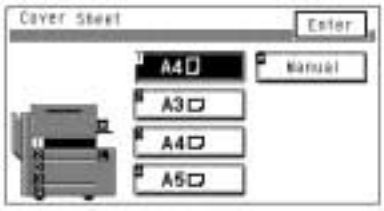
You can use the Multi Bypass Tray as the source of the paper for the cover.

6 Touch the key for Cover Sheet.



1156O076DA

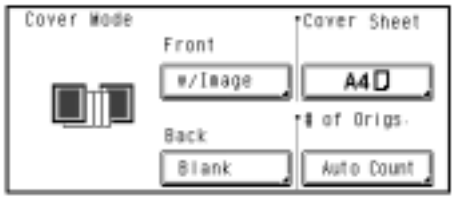
7 Select the drawer in which paper for the cover has been loaded in step 5.



1156O077DA

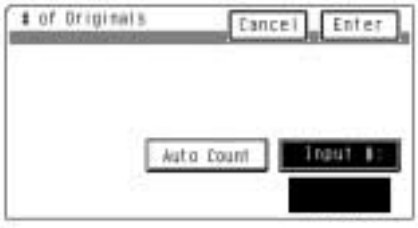
8 Touch **Enter**.

9 Touch the key for # of Origs.



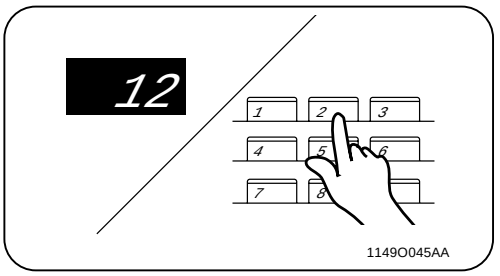
1156O078DA

10 Touch **Input #**.



1149O331CA

11 Count the number of your originals and enter that number from the 10-Key Pad.



NOTES

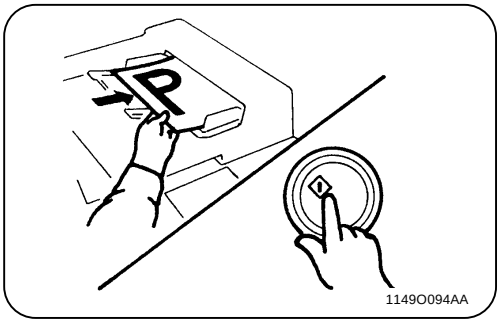
- *The maximum number of originals that can be entered is 61.*
- *Press the Clear key to correct a number entry.*

Useful Tip

The copier offers a function that automatically counts the number of originals (Auto Count).
To use this feature, see p. 61.

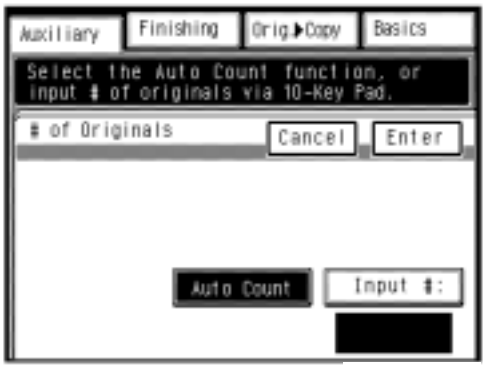
12 Touch **Enter**.

13 Load your originals into the document feeder and press the Start key.



Auto Original Count

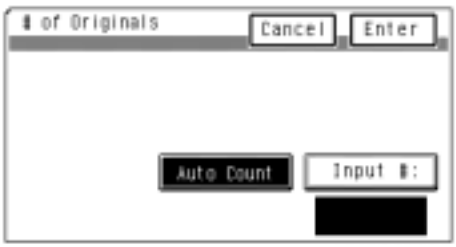
The copier offers a feature that automatically counts the number of originals. It can be used by touching **Auto Count** .



1149O332CA

Using the Auto Count Function

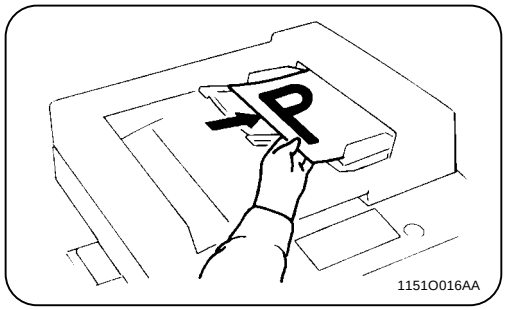
1 Touch **Auto Count** .



1149O333CA

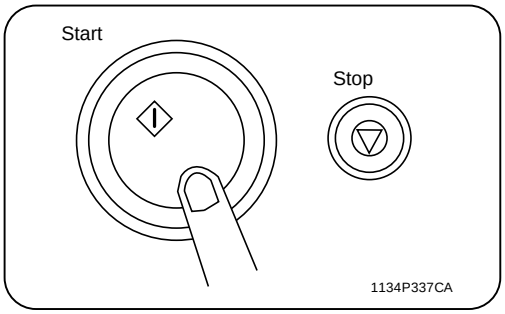
2 Touch **Enter** .

3 Load your originals into the document feeder.



1151O016AA

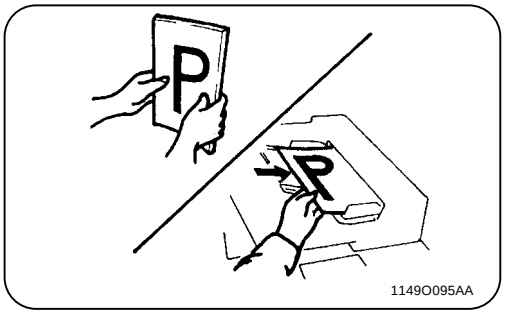
4 Press the Start key to start the original count sequence.



1134P337CA

- The document feeder starts feeding the originals loaded on it to count the number of originals. (At this time, no copy cycle is run.)

5 Unload the originals ejected onto the Document Exit Tray and reload them onto the Document Feed Tray. Then, press the Start key.



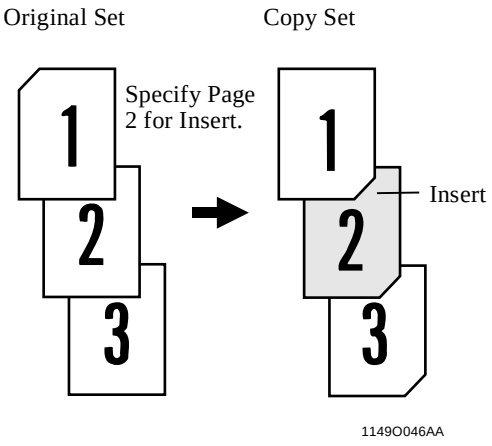
1149O095AA

Page Insertion

Page Insertion allows you to insert a blank sheet of paper (e.g., colored paper) into the copy set. Two different functions are available. Select the appropriate one according to your need.
*The **Page Insertion** key is shown only when the copier is equipped with a document feeder.

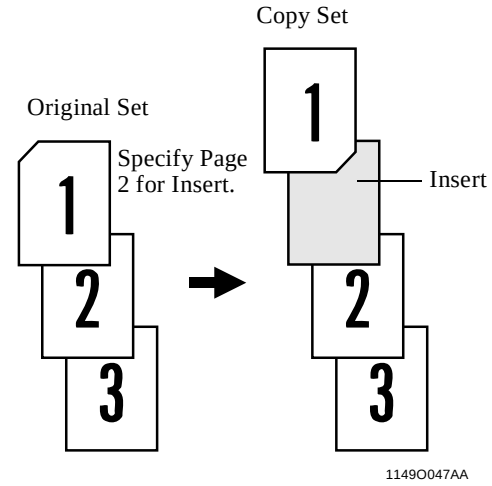
Functions

Page Insertion <Copied Inserts>



The copier copies the page, which is specified for an insert, on paper for inserts (e.g., colored paper).

Page Insertion <Non-Copied Inserts>



The copier inserts a blank sheet of paper for inserts (e.g., colored paper) at any specified place between pages.

Specifying the Place for an Insert

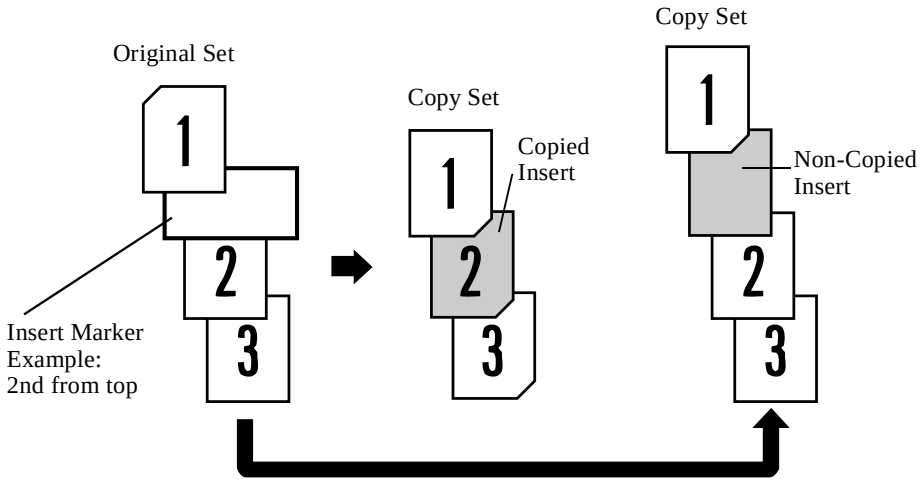
In the Page Insertion mode, you must specify where to place an insert. Two ways are available to specify the insert places, either ADF Detection or 10-Key Input.

ADF Detection (automatic detection)

Put a sheet of paper of a different size from the originals at your desired places in the original set (for convenience, let us call this paper the insert marker), load the original set onto the document feeder, and let the copier start the original count sequence. ➪ p. 64
<The copier automatically detects and sets the places for inserts.>

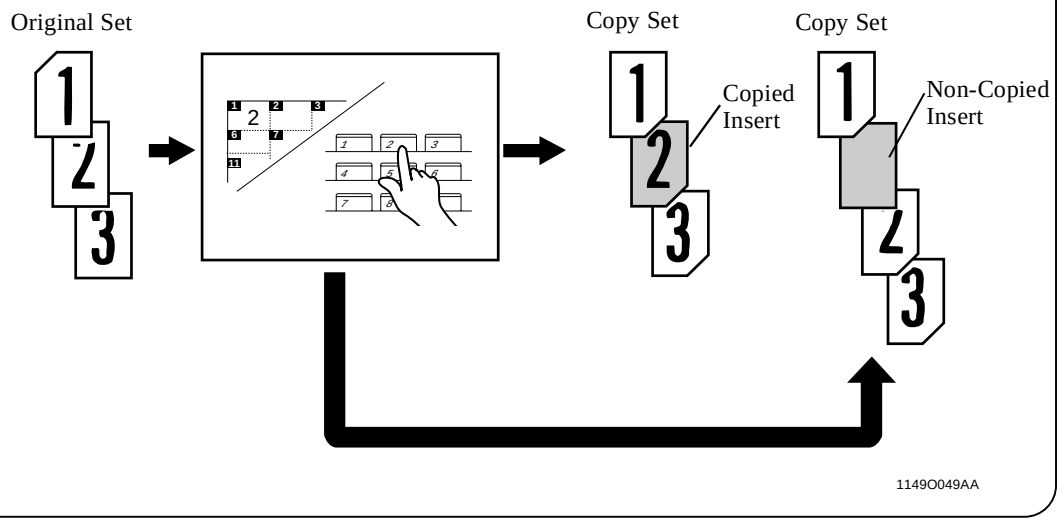
NOTE

ADF Detection cannot be operated when the Mixed Original Detection mode is set.



10-Key Input

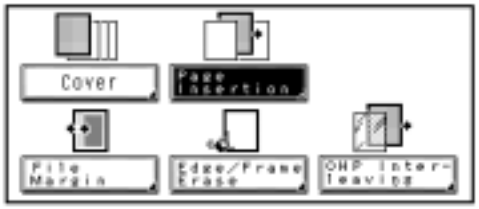
Using the 10-Key Pad, define the places for inserts. ➪ p. 66
<Up to 20 places can be defined.>



Using Page Insertion

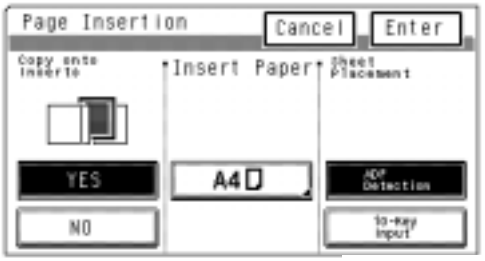
<ADF Detection>

1 Touch **Page Insertion**.



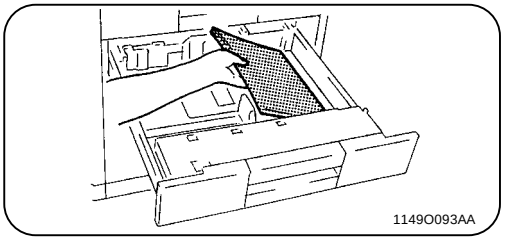
1149O334CA

2 Touch the appropriate key for Copy Onto Inserts to select whether to copy onto inserts (YES) or not (NO).



1149O336DA

3 Load the paper for inserts into the drawer.

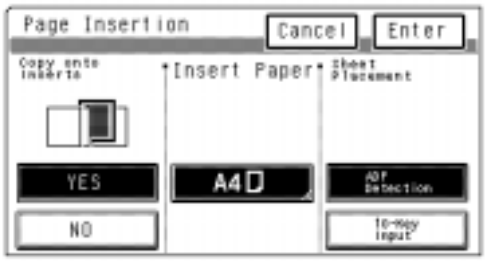


1149O093AA

Useful Tip

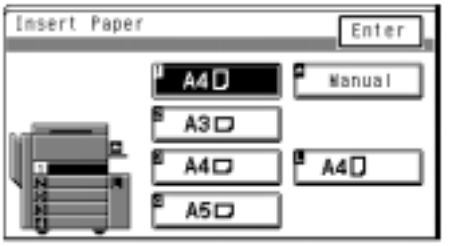
You can use the Multi Bypass Tray as the source of the paper for the inserts.

4 Touch the paper size key for Insert Paper.



1149O338DA

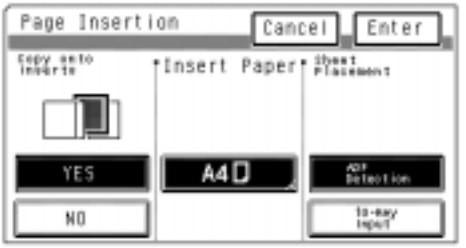
5 Select the paper source in which paper for inserts has been loaded in step 3.



1156O079DA

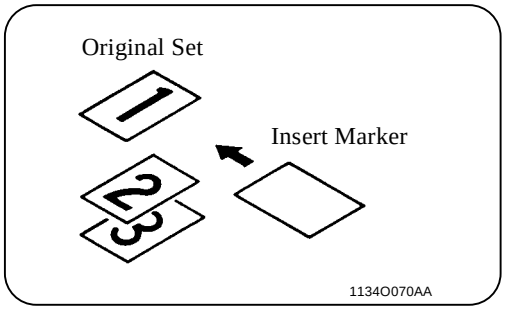
6 Touch **Enter**.

7 Touch **ADF Detection**.

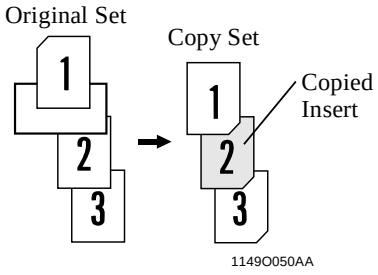


1149O338DA

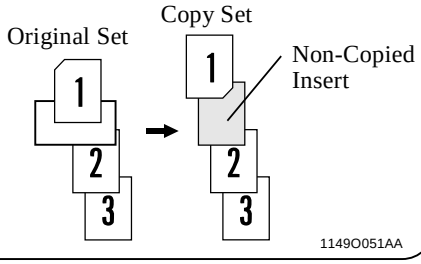
8 Put an insert marker into the desired place in the original set. (Insert markers can be used in up to 20 places.)



Example 1: To place a copied insert at the 2nd position from top.



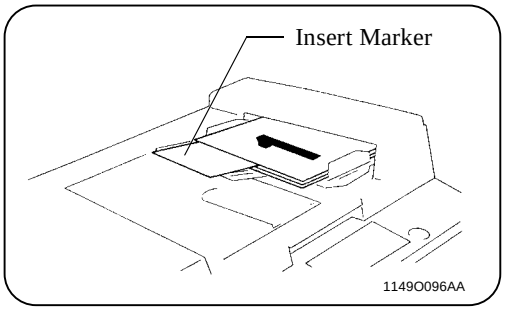
Example 2: To place a non-copied insert between pages 1 and 2.



NOTE

For the insert marker, use paper that is a size, or loaded in a direction, different from the originals.

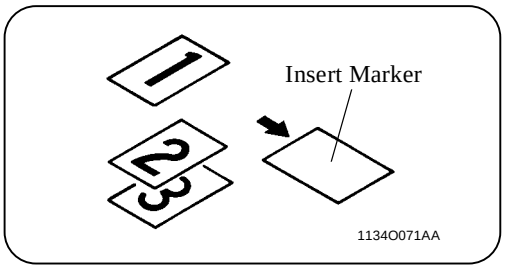
9 Load the original set containing insert markers into the document feeder.



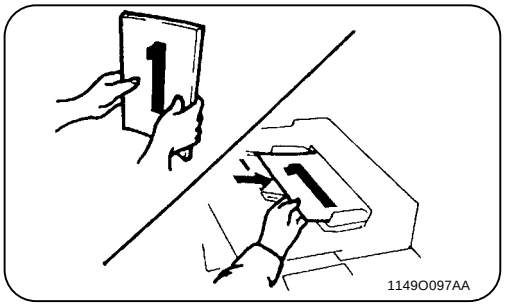
10 Press the Start Key to let the copier start the original count sequence.

* The document feeder starts feeding the originals loaded in it to detect the place for inserts. (At this time, no copy cycle is run.)

11 Remove the insert markers from the originals ejected onto the Document Exit Tray.



12 Unload the original set and reload it onto the Document Feed Tray.



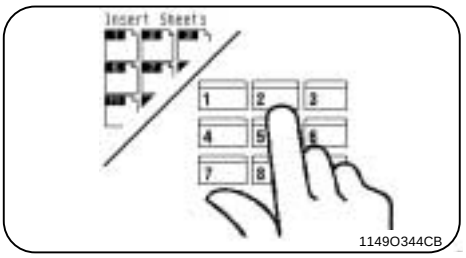
13 Press the Start Key.

The copy cycle is run for page insertion.

Using Page Insertion

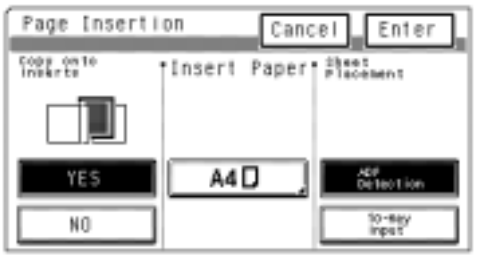
<10-Key Input>

1 Touch **Page Insertion**.



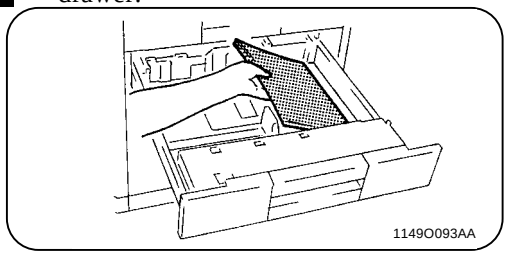
1149O344CB

2 Touch the appropriate key for Copy Onto Inserts to select whether to copy onto inserts (YES) or not (NO).



1149O336DA

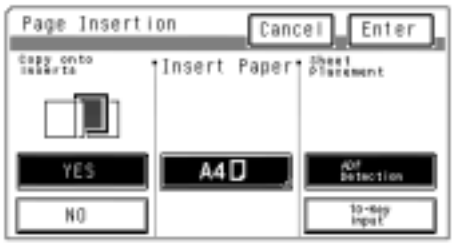
3 Load the paper for inserts into the drawer.


1149O093AA

Useful Tip

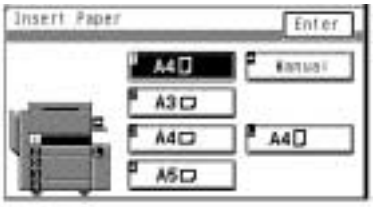
You can use the Multi Bypass Tray as the source of the paper for the inserts.

4 Touch the paper size key for Insert Paper.



1149O338DA

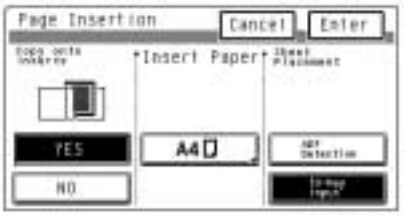
5 Select the paper source in which paper for inserts has been loaded in step 3.



1156O079DB

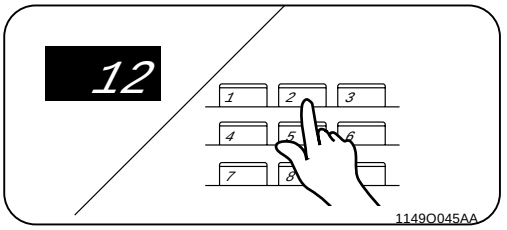
6 Touch **Enter**.

7 Touch **10-Key Input**.



1149O342DA

8 Enter the number of originals from the 10-Key Pad.

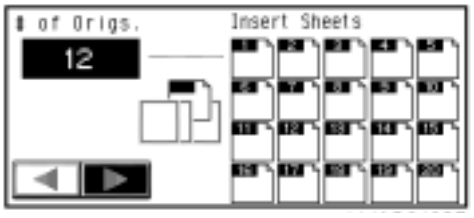


1149O045AA

NOTES

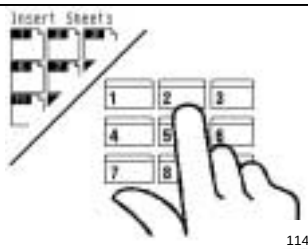
- *The maximum number of originals that can be entered is 60.*
- *Press the Clear key to correct a number entry.*

9 Touch ◀ or ▶ to move the cursor to position no. 1 of the Insert Sheets.



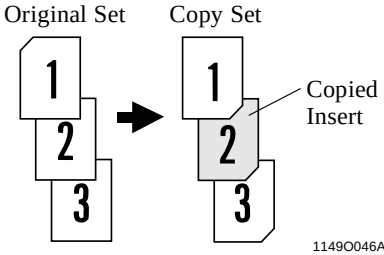
1149O343CB

10 From the 10-Key Pad, enter a number for placement position no. 1.



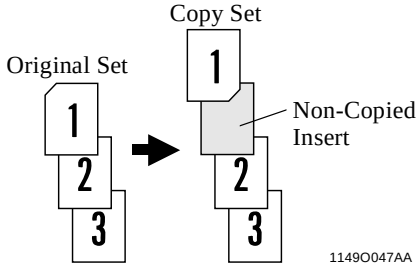
1149O344CB

Example 1: To place a copied insert at the 2nd position from top, enter 2 for position no.1.



1149O046AA

Example 2: To place a non-copied insert between pages 1 and 2, enter 2 for position no.1.



1149O047AA

NOTES

- *To correct a number entry, press the Clear Key and then enter the new number.*
- *The maximum number that can be entered is 60.*

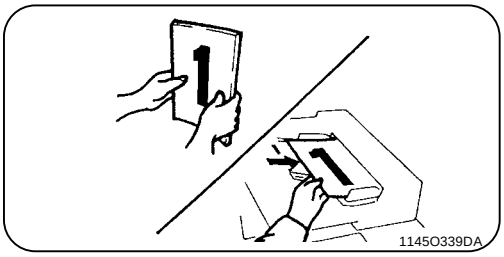
11 If you want to place more inserts, repeat steps 9 and 10 to enter numbers for placement positions no. 2 and up.

NOTE

There are from 1 to 20 positions for inserts.

12 Touch **Enter**.

13 Load the original set into the document feeder.



1145O339DA

14 Press the Start Key.

The copy cycle is run for page insertion.

OHP Interleaving

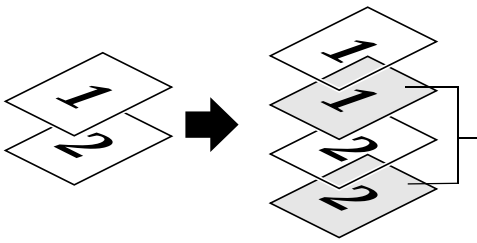
When you make copies on transparencies, the OHP Interleaving function inserts copied or non-copied interleaves after each transparency. Four different functions are available. Select the appropriate one according to your need.

Functions

Single Copy

<Copied Interleaves>

Originals Copies

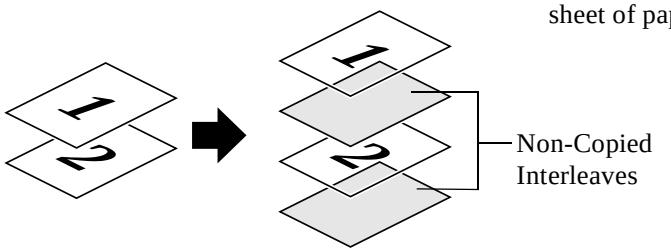


1149O063AA

The copier copies onto OHP transparencies and, after each transparency, inserts a copied sheet of paper.

<Non-Copied Interleaves>

Originals Copies



1149O064AA

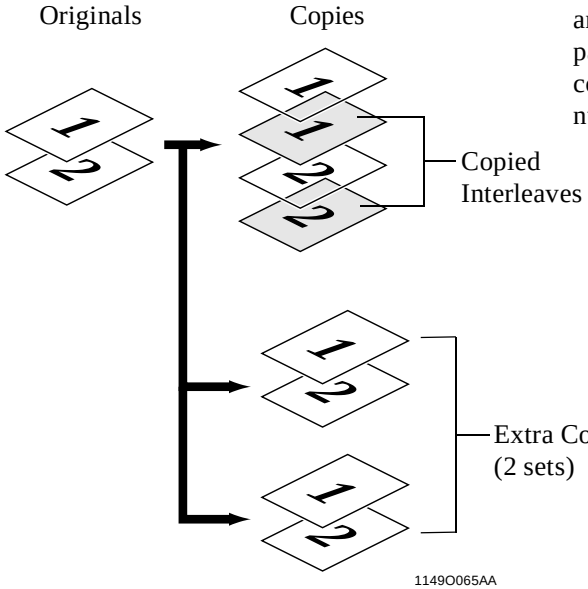
The copier copies onto OHP transparencies and, after each transparency, inserts a non-copied sheet of paper.

NOTES

- *OHP Interleaving can be available only when A4 lengthwise or A4 crosswise paper is loaded in any paper source.*
- *For Multiple Copy, the copier should be equipped with a 20-Bin Sorter or 20-Bin Staple Sorter.*
- *OHP Interleaving precludes 2-sided copying.*

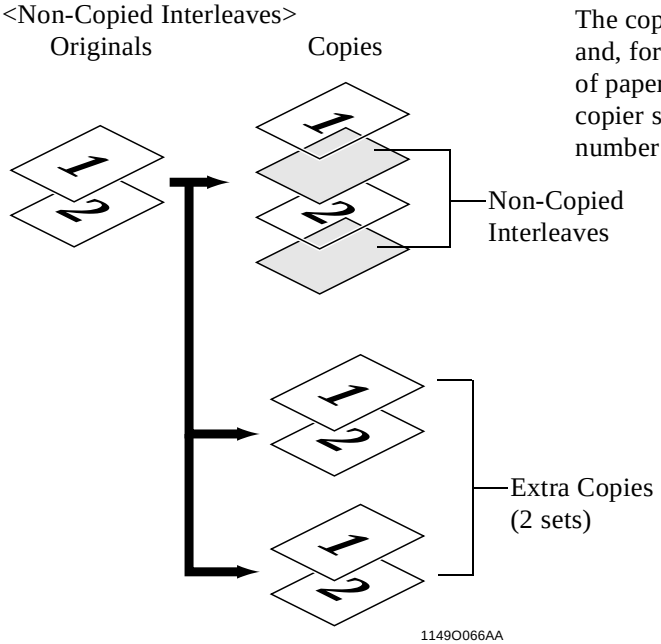
Multiple Copy

<Copied Interleaves>



The copier copies onto OHP transparencies and, for the 1st set, inserts a copied sheet of paper after each transparency. Also, the copier sorts extra copies into a specified number of sets.

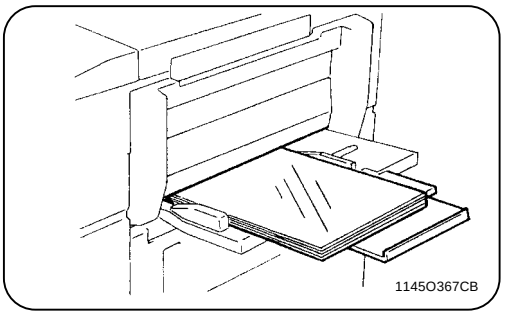
<Non-Copied Interleaves>



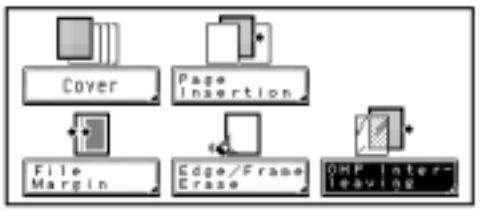
The copier copies onto OHP transparencies and, for the 1st set, inserts a non-copied sheet of paper after each transparency. Also, the copier sorts extra copies into a specified number of sets.

Using OHP Interleaving

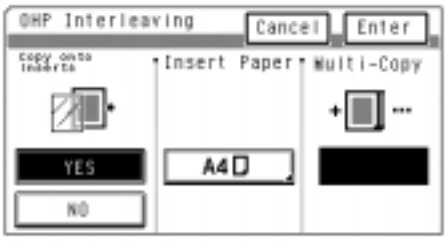
1 Load OHP transparencies onto the Multi Bypass Tray. (Up to 20 sheets of OHP transparencies can be placed on the tray.)



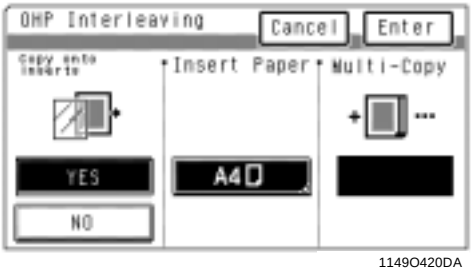
2 Touch **OHP Interleaving**.



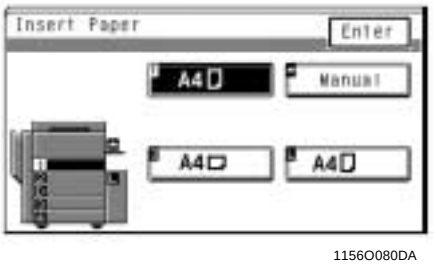
3 Select whether to copy onto the interleaves (YES) or not (NO).



4 Touch the key for the size of Insert Paper.

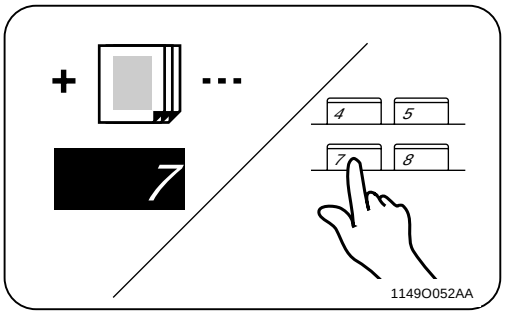


5 Select the size of Insert Paper.



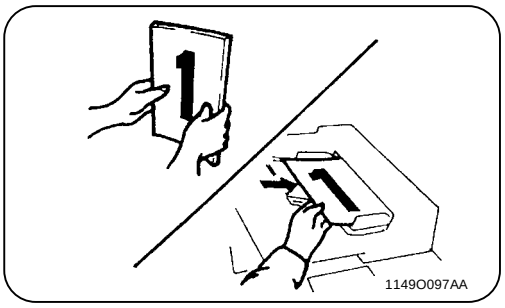
6 Touch **Enter**.

7 Enter the number of copy sets to make from the 10-Key Pad.



8 Touch **Enter**.

9 Load the originals into the document feeder.



NOTE

If you make each copy through the Original Glass, start with the last page of the set.
"Placing Originals" ⇨ p. 29

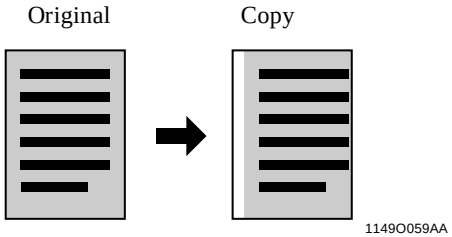
10 Press the Start key and the copier starts the copy cycle for OHP Interleaving.

File Margin

The copier provides a file margin along the leading edge for your ease in filing.
There are four different ways available for making a file margin. Use the one that is most suited to your need.

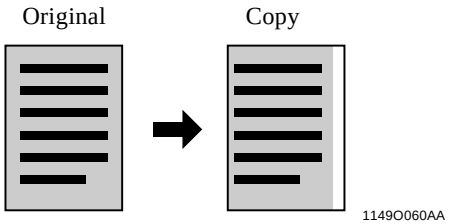
Functions

Shift-for-Margin



The image of the original is shifted in the crosswise direction to make a margin along the left edge of the copy.

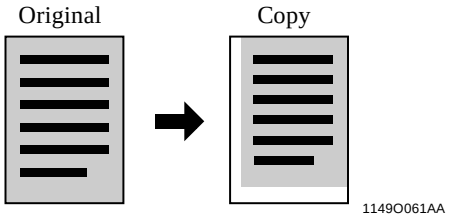
- The margin width can be selected from among 5mm, 10mm, 15mm and 20mm.



The image of the original is shifted in the crosswise direction to make a margin along the right edge of the copy.

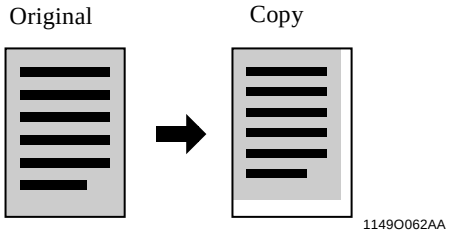
- The margin width can be selected from among 5mm, 10mm, 15mm and 20mm.

Margin-by-Reduction



The image of the original is reduced to make a margin along the left edge of the copy.

- The margin width can be selected from among 5mm, 10mm, 15mm and 20mm.



The image of the original is reduced to make a margin along the right edge of the copy.

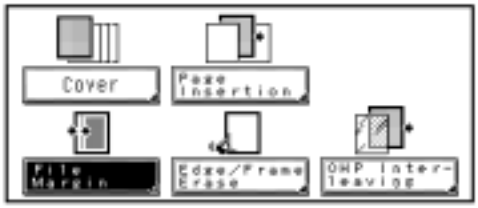
- The margin width can be selected from among 5mm, 10mm, 15mm and 20mm.

Useful Tip

If the image of the original covers the entire surface of the original, Margin-by-Reduction will ensure a copy with no lost image along the edges.

Using File Margin

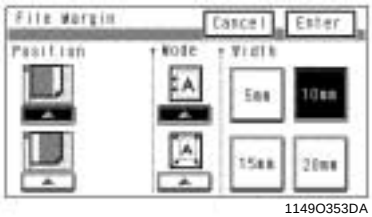
1 Touch **File Margin**.



1149O352CA

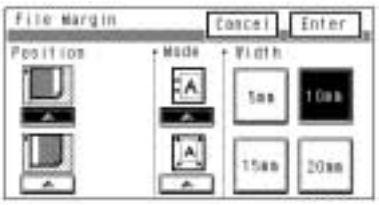
2 Place the original.
- If you use a document feeder, loading your originals in the document feeder will change the contents of the display.

3 Referring to the table given below, select the "Position" of the margin.



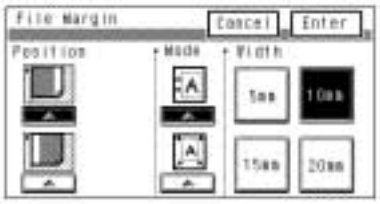
1149O353DA

4 Select the "Mode" of margin making.



1149O353DA

5 Select the "Width" of the margin.



1149O353DA

NOTE

Having a margin width larger than necessary could result in part of the image missing on the copy. Try to keep a logical margin width.

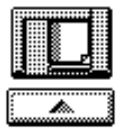
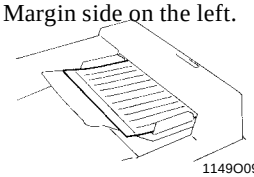
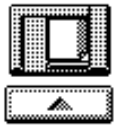
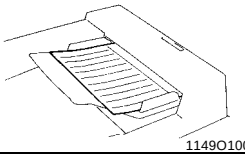
6 Touch **Enter**.

7 Press the Start Key.

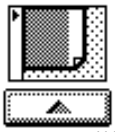
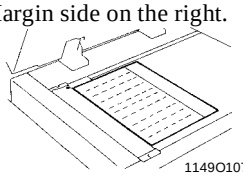
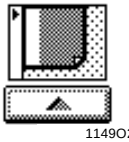
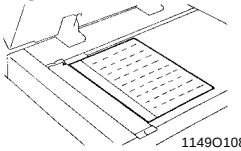
The copy cycle is run for File Margin.

Loading the Originals in Margin Mode

<Using the Document Feeder>

Margin Position	Original Placement
Left  1149O203AA	Margin side on the left.  1149O099AA
Right  1149O204AA	Margin side on the right.  1149O100AA

<Using the Glass>

Margin Position	Original Placement
Left  1149O201AA	Margin side on the right.  1149O107AA
Right  1149O202AA	Margin side on the left.  1149O108AA

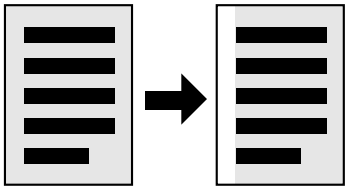
Edge/Frame Erase

The copier erases a margin of a set width along the four edges, one edge, or at the center to erase shadows or other unwanted images. This feature is effective in erasing the communications record on a document received by fax.
One of six different functions can be selected. Use the one that is most suited to your need.
The erase width can be selected from among 5mm, 10mm, 15mm and 20mm.
The erase width for the Top Edge is 10mm only.
For Frame Erase, the width of only the left and right edges can be varied and the erase width for the top edge is fixed to 10mm.

Functions

Left Edge Erase

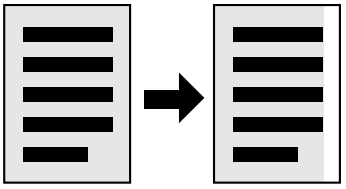
Erases an area of the original equivalent to a given margin from the left edge of the copy.



1149O053AA

Right Edge Erase

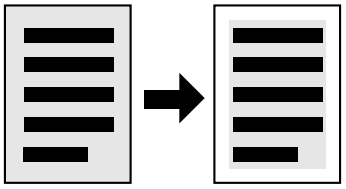
Erases an area of the original equivalent to a given margin from the right edge of the copy.



1149O054AA

Frame Erase

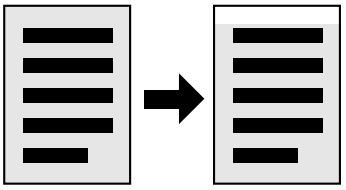
Erases a given width along the four edges.



1149O055AA

Top Edge Erase

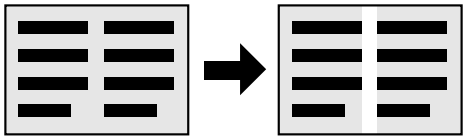
Erases an area of the original equivalent to 5mm from the top edge of the copy.



1149O056AA

Center Erase

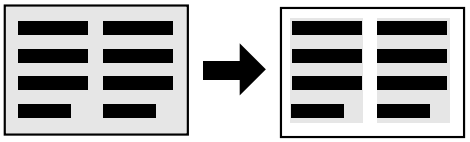
Erases a given width down the center.



1149O057AA

Frame + Center Erase

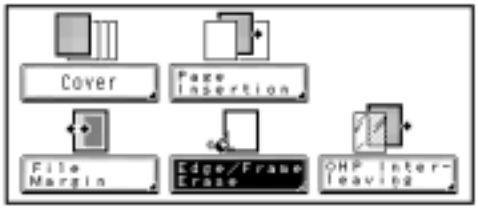
Erases a given width along the four edges and down the center.



1148O058AA

Using a Particular Edge/Frame Erase Function

1 Touch **Edge/Frame Erase**.



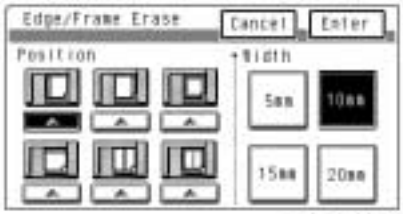
1149O355CA

2 Place the original.

NOTE

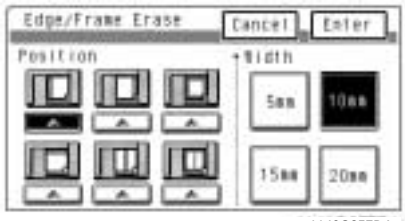
You must follow certain rules when placing the original.
"Loading the Originals for Edge/Frame Erase" ⇨ p. 76

3 Select the particular erase function ("Position").



1149O357DA

4 Select the erase "Width."



1149O357DA

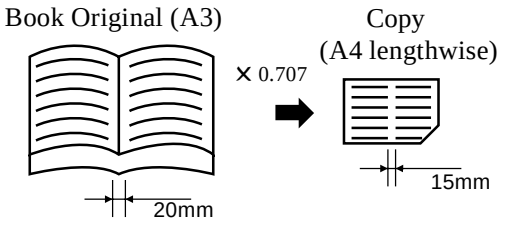
5 Touch **Enter**.

6 Press the Start Key.
The copy cycle is run for Edge/Frame Erase.

NOTE

The erase width represents that on the copy, not on the original. So, use care when making a reduction or enlargement copy.

Example: Erasing the center of an A3 size book original on a copy reduced by ×0.707.

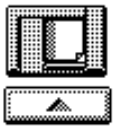
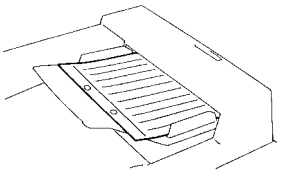
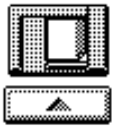
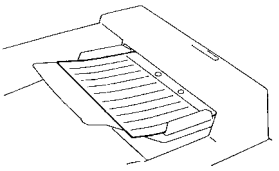
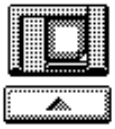
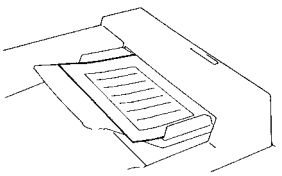
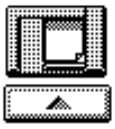
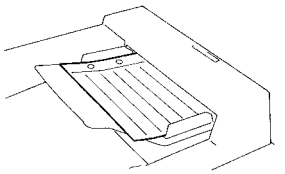
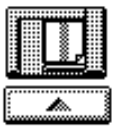
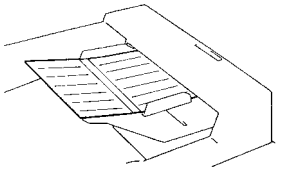
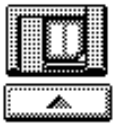
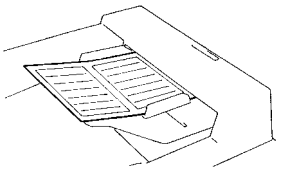


1145O414AA

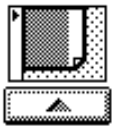
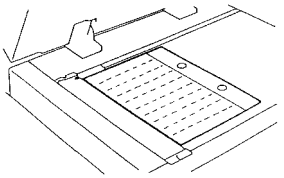
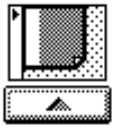
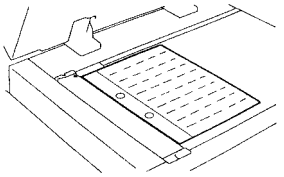
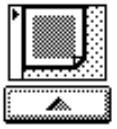
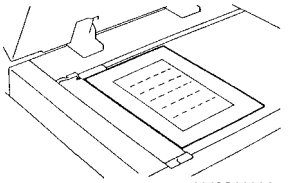
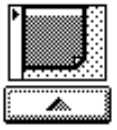
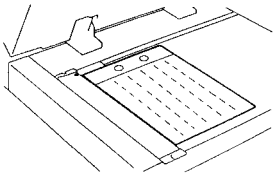
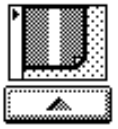
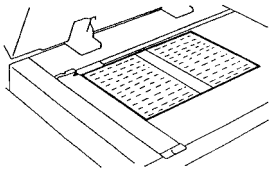
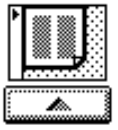
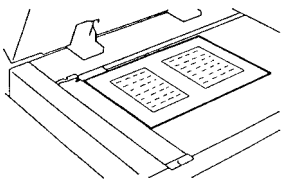
If you want to erase the 20mm-wide center margin on the original, that is reduced to 14mm on the copy, select 15mm for the erase width.

Loading the Originals for Edge/Frame Erase

<Using the Document Feeder>

Erase Function	Original Placement
Left Edge Erase  1149O207AB	 1149O101AA
Right Edge Erase  1149O208AA	 1149O102AA
Frame Erase  1149O209AA	 1149O103AA
Top Edge Erase  1149O210AA	 1149O104AA
Center Erase  1149O211AA	 1149O105AA
Frame + Center Erase  1149O212AA	 1149O106AA

<Using the Glass>

Erase Function	Original Placement
Left Edge Erase  1149O213AA	 1149O109AA
Right Edge Erase  1149O214AA	 1149O110AA
Frame Erase  1149O216AA	 1149O111AA
Top Edge Erase  1149O215AB	 1149O112AA
Center Erase  1149O217AA	 1149O113AB
Frame + Center Erase  1149O218AB	 1149O114AB

Chapter 4

Using the User Mode

This chapter explains about the functions that are made available by using the User Mode key, i.e., Job Memory Input, Zoom Memory Input, Meter Count, Toner Replenisher, Drum Dehumidifier, User's Choice and Data Send.

1. *Job Memory Input and Job Recall*
   - *Job Memory Input p. 78*
   - *Recalling a Job from Memory p. 81*
2. *Zoom Memory Input p. 82*
3. *Meter Count, Toner Replenisher, and Drum Dehumidifier p. 83*
4. *User's Choice*
   - *User's Choice Functions p. 84*
   - *Making the User's Choice Settings p. 90*
   - *Copy Track Function p. 92*
5. *Data Send p.100*

1. Job Memory Input and Job Recall

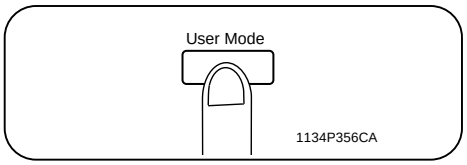
Job Memory Input

Up to 10 different, frequently used copying job programs can be stored in memory and recalled later as necessary.
If "100 Accounts" or "1000 Accounts" is selected for "Copy Track" of Administrator Mode under User's Choice, five more jobs can be stored in memory for each account (only for account #1 to #10), in addition to the ordinary jobs.

Storing a Job

1 Set up the job you want to store in memory.

2 Press the User Mode key.



3 Touch **Job Memory Input**.

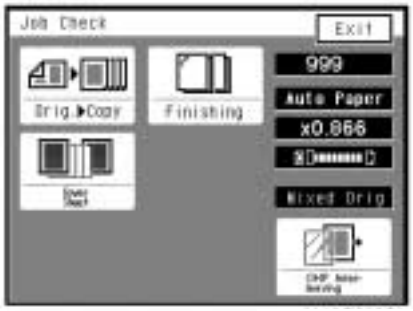
Touch **Account Job** if you want to store a job in Account Job memory.

4 Select any one of the 10 job number keys from **1** to **10**. (For Account Job, select any number from **1** to **5**.)
Touch a job number key marked with

> ***NOTE***
>
> *A job number key not marked with indicates that a job has already been stored under that number, rejecting the input of a new job. If you want to use that number to store a new job, first delete the job which is now stored in that number.*
> *Deleting a Program ⇨ p. 80*

5 To check for the details of the job stored, touch **Check** and then touch the job number key.

The job settings appear on the Touch Panel.



1149O360CA

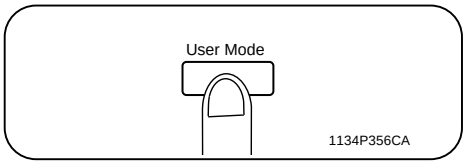
6 After you have checked the settings, touch **Exit**.

7 Touch **Exit** on the Job Memory Input screen. Then, the Basic screen reappears.

1149O359CA

Deleting a Program

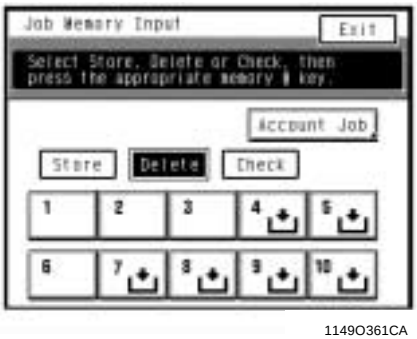
1 Press the User Mode key.



2 Touch **Job Memory Input**.

Touch **Account Job** if you want to delete a job in Account Job memory.

3 Touch **Delete** , then touch the job number key from which you want to delete a job program.
The number key you touch should not be marked with .

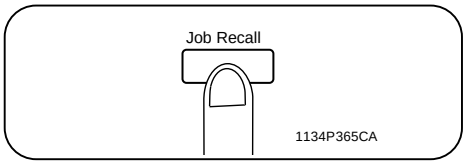


When appears in that key, it indicates that the job program has been deleted.

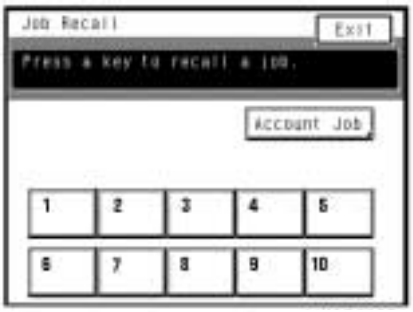
4 Touch **Exit**.
Then, the Basic screen reappears.

Recalling a Job from Memory

1 Press the Job Recall key.



2 Touch the number key in which the desired job has been stored.



If you want to recall a job from Account Job memory, touch **Account Job** and then the number key.

3 Check the settings made and then touch **Exit**.
The copier is set up for these settings and the Basic screen reappears.

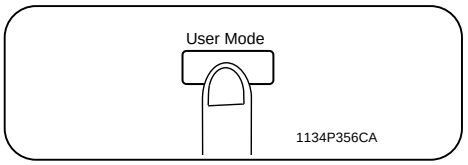
If the job recalled is not what you want, touch **Cancel**. Then, the Job Recall screen reappears.

2. Zoom Memory Input

Up to two different, frequently used zoom ratios can be stored in memory so you can use them later whenever necessary. For the Minimal ratio, X0.930 has been factory-set, but that can be changed as necessary.

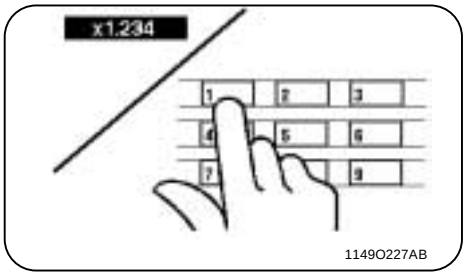
Storing a Zoom Ratio

1 Press the User Mode Key.



2 Touch **Zoom Memory Input**.

3 Using the 10-Key Pad, enter the desired zoom ratio.

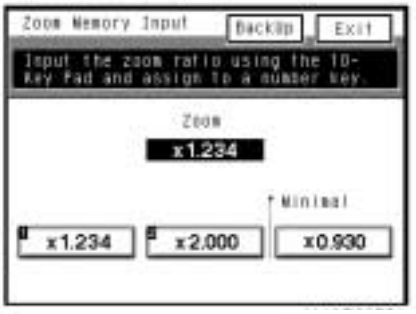


For example, enter X1.234, as **1**, **2**, **3**, and **4**, in that order. To correct an entry, press the Clear key, then enter the new ratio.

NOTES

- *The zoom ratio can range from ×0.500 to ×2.000.*
- *The **Minimal** ratio can range between ×0.900 and ×0.999.*

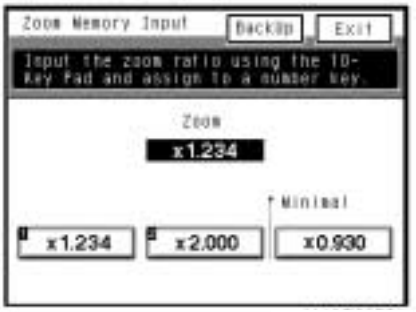
4 Touch the desired number key in which you want to store the zoom ratio, either **1** or **2**.



NOTES

- *When a new zoom ratio is stored in a key number, the old one stored in that key number is lost.*
- *The custom zoom ratios may also be stored using the screen accessed by the **User Set** key which is shown when Zoom is touched on the Basic screen. Storing a Ratio in Memory ⇨ p. 39*

5 Touch **Exit**.
The Basic screen reappears.



3. Meter Count, Toner Replenisher, and Drum Dehumidifier

Meter Count

Touching [Meter Count] allows you to check the total count of each of the following five counters.

Total Counter

Shows the total number of copies made since the installation of the copier.

Size Counter

Shows the number of copies made on copy paper of a preset size. (The size will be set by your Technical Representative.)

2-Sided Total

Shows the number of 2-sided copies.

2-Sided Size

Shows the number of copies made on copy paper of a preset size (the same size as set for Size Counter).

# of Active Accounts

Shows the total number of copies made by the active accounts.

Toner Replenisher

Touching [Toner Replenisher] sets the copier into the auxiliary toner replenishing mode.
The copier tends to exhaust the supply of toner rapidly when making a number of copies from an original with dark solid areas such as a photo. As a result, the image density of the copy will become lighter. In such a case, you can use Toner Replenisher to regain the normal image density quickly.

NOTES

- *Do not turn OFF the Power Switch or open the Front Door while the copier is replenishing toner.*
- *Toner is not replenished if the image density is sufficiently high.*
- *The toner replenishing sequence ends automatically.*

Drum Dehumidifier

Touch [Drum Dehumidifier] to activate the Drum Dehumidifier function.
During times of high humidity or when there are sudden rapid changes in humidity (especially when you are using a heater in winter), condensation[*1] can form on the surface of the PC Drum[*2], resulting in blotchy copies. In such instances, use Drum Dehumidifier to dry the surface of the PC Drum.

[*1] Condensation:
A phenomenon in which small drops of water are formed on cold surfaces, such as the surface of the PC Drum.

[*2] PC Drum:
Functions in the copier as film in a camera.

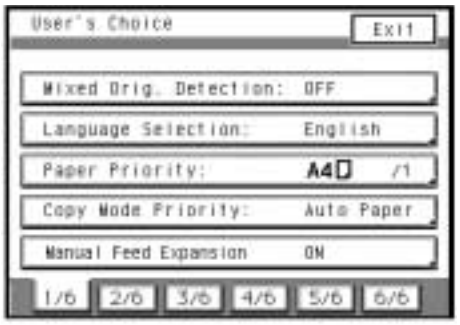
Useful Tip

A copy cycle can be initiated even while the copier is in the Drum Dehumidifier cycle.

4. User's Choice

The copier has been set so that the most frequently used settings are automatically selected in the initial mode. User's Choice allows you to select the default settings which are automatically selected in the initial mode according to your own needs. By setting defaults that are most frequently used, time and effort to make extra settings will be eliminated when the copier is turned ON or when Auto Panel Reset is activated.

User's Choice Functions



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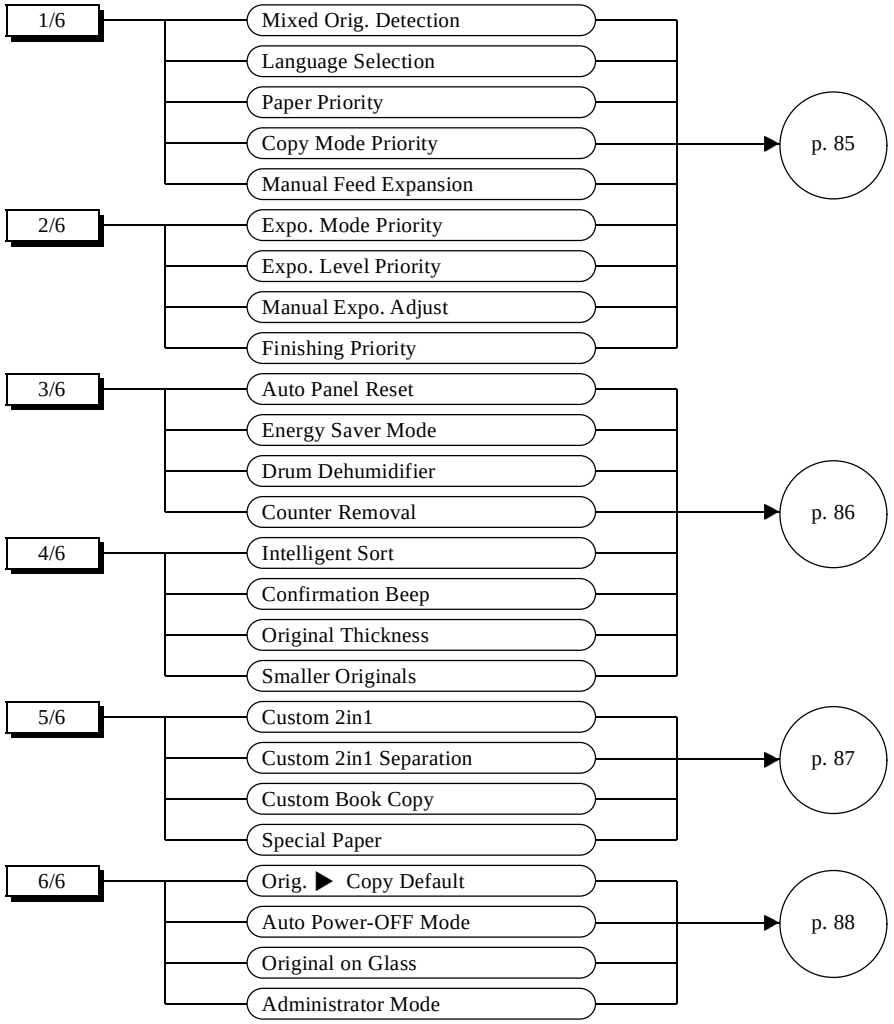
A listing of User's Choice functions is given in six pages of menu, from **1/6** to **6/6**. To show the listing of each page, touch the desired page number key at the bottom of the Touch Panel.



1/6

Mixed Orig. Detection

Select whether to enable ("ON") the Mixed Original Detection mode or not ("OFF") when power is turned ON or panel reset.

The initial setting is "OFF."

Language Selection

Select the language of the Touch Panel messages, either "Japanese" or "English."

The initial setting is "English"

Paper Priority

Specify the paper source selected automatically.

The initial setting is "1" (1st Drawer).

Copy Mode Priority

Specify the default mode selected automatically when power is turned ON or panel reset, either "Auto Paper," "Auto Size," or "Manual."

The initial setting is "Auto Paper."

Manual Feed Expansion

Select whether to enable (ON) the size input for manual bypass paper or not (OFF). When the function is turned "ON," Auto Paper, Auto size, Finishing, 2-sided Copying, Margin-by-Reduction, Erase, 1[2in1] ▶ 1, and 2[2in1] ▶ 1 can be used.

The initial setting is "ON."

2/6

Expo. Mode Priority

Specify the default exposure mode selected automatically when power is turned ON or panel reset, either "Auto" or "Manual."

The initial setting is "Auto."

Expo. Level Priority

Auto

Select the default exposure level in the Auto Exposure mode, either "Lighter," "Normal," or "Darker."

The initial setting is "Normal."

Manual

Set the default exposure level in the Manual Exposure mode.

The initial setting is "Normal."

Manual Expo. Adjust

Determine the default exposure-level-adjusting-increments in the Manual Exposure mode, as optimized by the type of original.

"Mode 1": For users who frequently use originals with halftone images, such as photos.
"Mode 2": For users who use a wide range of types of originals.
"Mode 3": For users who frequently use originals with a colored background or faint texts.

The initial setting is "Mode 1."

Finishing Priority

Select the default finishing type when the copier is equipped with a Sorter or Staple Sorter, either "NonSort," "Sort," "Group," "Sort Staple," "NonSort + Hole Punch," "Sort + Hole Punch," "Group + Hole Punch," or "Sort Staple + Hole Punch."

The initial setting is "NonSort."

3/6

Auto Panel Reset

Select the time it takes the auto panel reset function to be activated from among "30 sec.," "1 min.," "2 min.," "3 min.," or "5 min.," or not activate the function at all ("No Reset").

The initial setting is "1 min."

Energy Saver Mode

Set the time it takes the copier to enter the Energy Saver mode, from 1 to 120 min. (in 1-min. increments).

The initial setting is "15 min."

Drum Dehumidifier

Select whether to allow ["ON (Auto)"] the copier to enter into the Drum Dehumidifier mode automatically after it has been turned ON, or not ("OFF").

The initial setting is "OFF."

Counter Removal

Select whether to reset the panel ("ON") or not ("OFF") when the Plug-In Counter is pulled out of the copier or a magnetic card is pulled out of the Data Controller.

The initial setting is "ON."

4/6

Intelligent Sort

Select whether to turn "ON" or "OFF" the function that automatically switches between Sort and Non-Sort, selecting Non-Sort if only a single original is loaded and Sort if two or more originals are loaded in the document feeder.

The initial setting is "ON."

Confirmation Beep

Select whether to turn "ON" or "OFF" the beep that sounds each time a key on the Touch Panel is touched.

The initial setting is "ON."

Original Thickness

Select whether to allow ("Thin") the user to make copies from thin originals in addition to the standard ones or not ("Standard") using the document feeder.

The initial setting is "Standard."

Smaller Originals

Select whether to enable ("ON") a copy cycle or not ("OFF") when it is initiated by pressing the Start key with no originals placed on the Original Glass or with an original smaller than the detectable size placed on the Original Glass in the Auto Paper mode.
If "ON" is selected, the copy cycle is run using the paper loaded in the default paper source. If "OFF" is selected, a warning message appears to instruct the user to select paper.

The initial setting is "OFF."

5/6

Custom 2in1

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 copy is set. "Auto Paper" is among the choices of paper size.
  The initial setting is "AutoPaper."
- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 copy is set. "Auto Size" is among the choices of zoom ratio.
  The initial setting is " ×0.707."
- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 copy is set.
  The initial setting is no margin.
- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 copy is set.
  The initial setting is no erase.

Custom 2in1 Separation

It is possible to store in memory various settings that are automatically recalled when the 2-in-1 separation copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when the 2-in-1 separation copy is set. "Auto Paper" is among the choices of paper size.
  The initial setting is "AutoPaper."
- When a "Zoom" ratio is selected, that ratio is automatically selected when the 2-in-1 separation copy is set. "Auto Size" is among the choices of zoom ratio.
  The initial setting is " ×1.414."
- When a "Margin" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.
  The initial setting is no margin.
- When an "Erase" setting is made, that setting is automatically selected when the 2-in-1 separation copy is set.
  The initial setting is no erase.

Custom Book Copy

It is possible to store in memory various settings that are automatically recalled when Book copy is selected. Functions that can be set are "Paper," "Zoom," "Margin," and "Erase."

- When a "Paper" size is selected, that size is automatically selected when Book copy is set. "Auto Paper" is among the choices of paper size.
  The initial setting is the paper in the 1st Drawer.
- When a "Zoom" ratio is selected, that ratio is automatically selected when Book copy is set.
  The initial setting is " ×1.000."
- When a "Margin" setting is made, that setting is automatically selected when Book copy is set.
  The initial setting is no margin.
- When an "Erase" setting is made, that setting is automatically selected when Book copy is set.
  The initial setting is no erase.

Special Paper

Set up a drawer for special paper loading.
The initial setting is "Normal" for all drawers.
See p. 35 for Special Paper Setting.

6/6

Orig. ▶ Copy Default

Select the type of Orig. ▶Copy setting selected automatically when the copier is turned ON or panel reset.

The initial setting is 1 ▶ 1.

When the copier is equipped with a Duplex Unit, the initial setting is 1 ▶ 2. Consult your Technical Representative if you want to set 1 ▶for Orig. ▶Copy Default.

Auto Power-OFF Mode

Select the time it takes the Auto Power-OFF function to be activated, from 1 min. to 120 min. in 1-min. increments. Auto Power-OFF shuts down the copier a given period of time after the last operation.

Initial Setting	
EP4000	60min
EP5000	90min

* Consult your Technical Representative if you want to disable this function.

Original on Glass

Select whether to turn "ON" or "OFF" the beep that sounds when you attempt to load an original in the document feeder with another one left on the glass.

The initial setting is "Beep ON."

Administrator Mode

This mode is used only by the administrator of your copier. When Administrator Mode is selected, the copier prompts you to enter your "Admin. #" (administrator number). The following functions can be set only when the correct administrator number is entered. The administrator number is set by the Technical Representative. For more details, consult your Technical Representative.
See p. 92 for setting the Copy Track function.

CopyTrack

This function allows the administrator to keep track of the number of copies made by each account.
Select either "OFF," "100 Accounts," or "1000 Accounts."

The initial setting is "OFF."

When "100 Accounts" is selected:

ID #:
You can program or change your access number (for a max. of 100 accounts).

Limit:
You can limit the maximum number of copies that can be made.

Total:
Displays the count of the Total Counter. You can also clear the counter.

Size:
Displays the count of the Size Counter.

When "1000 Accounts" is selected:

Total:
Displays the count of the Total Counter. You can also clear the counter.

Max. Copy Sets

Determine the number of copies or copy sets that can be set using the 10-Key Pad.

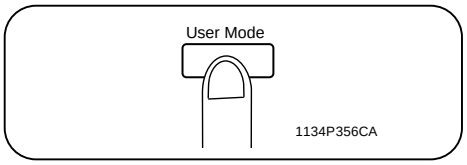
The initial setting is "OFF."

User Help

Set the help code to be transmitted by the user when a Data Terminal is mounted. For details, consult your Techninal Representative.

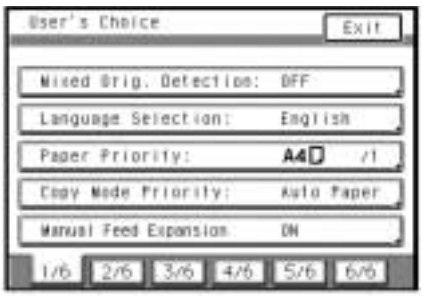
Making the User's Choice Settings

1 Press the User Mode Key.

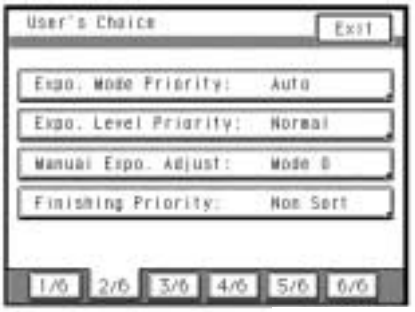


2 Touch **User's Choice**.

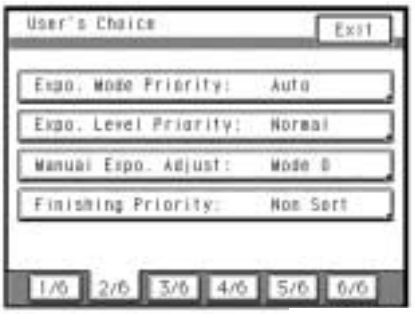
Page 1/6 of the User's Choice menu appears.



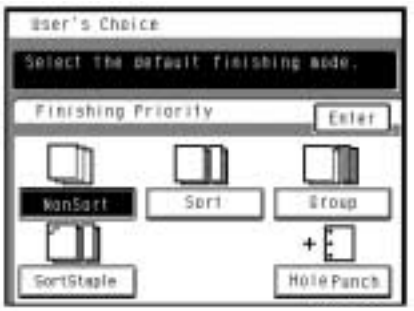
3 Select the key of the page number on which the desired User's Choice function is listed.
For example, to change Finishing Priority from Non-Sort to Sort, touch **2/6**.



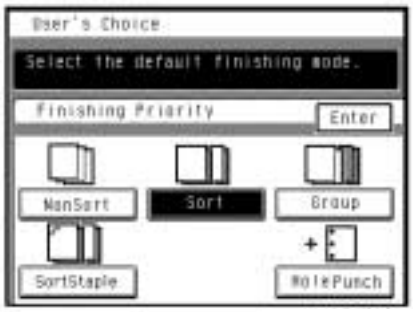
4 Touch the key of the desired User's Choice function.
For example, touch **Finishing Priority**.



The following screen appears, on which **NonSort** is highlighted, indicating that it is selected.



5 Touch **Sort**.



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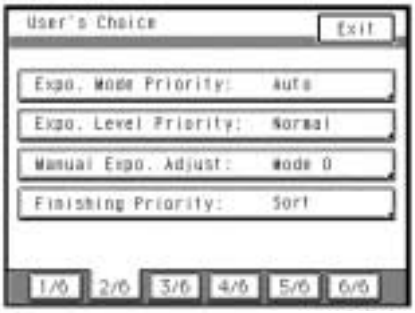
6 Touch **Enter**.

* Repeat steps 3 to 6 to make new settings for other User's Choice functions.

7 Touch **Exit**.



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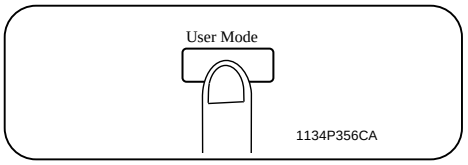
Copy Track Function

The administrator of the copier should make the setting, either "100 Accounts" or "1000 Accounts."

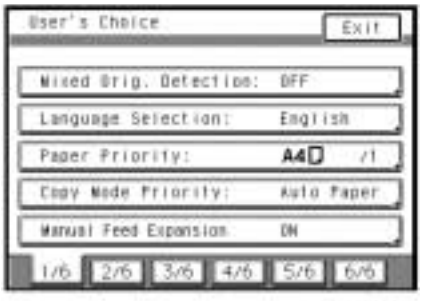
Setting the Copy Track Function

1 Press the User Mode key.

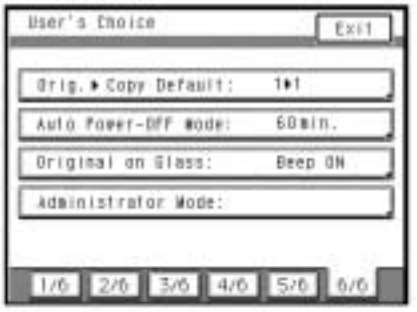


2 Touch **User's Choice**.

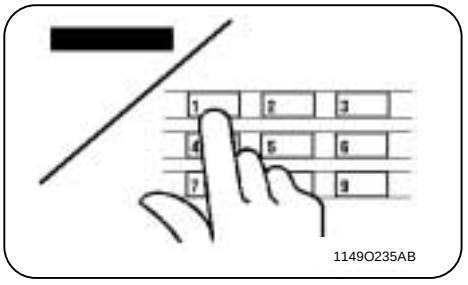
3 Touch **6/6**.



4 Touch **Administrator Mode**.



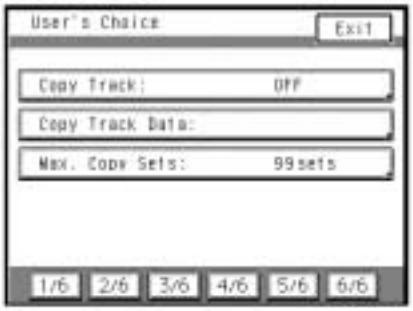
5 Enter the administrator number using the 10-Key Pad.



NOTES

- *Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.*
- *The administrator should remember the administrator number.*

6 Touch **Copy Track**.



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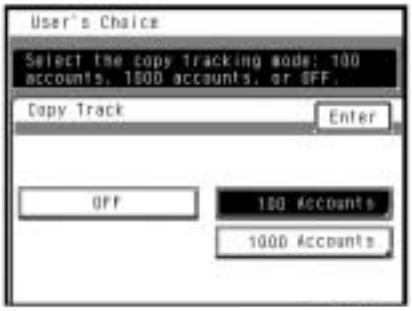
7 Select the appropriate function. For example, to keep track of 100 accounts, touch **100 Accounts** and then **Enter**.



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8 Initialize the Copy Track function data. For example, you may touch **Yes** and **Enter**.

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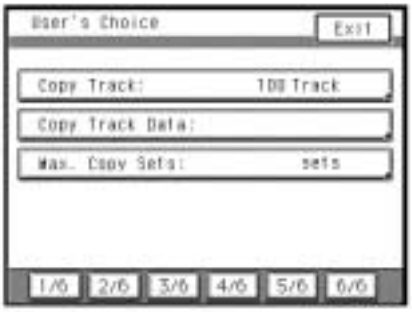
NOTE

If you change the function, be sure to initialize the Copy Track data.

9 Touch **Enter**.

10 Touch **Exit**.



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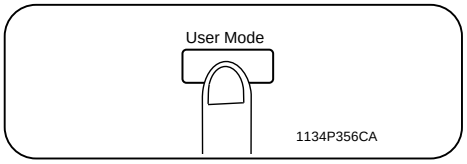
Programming the ID

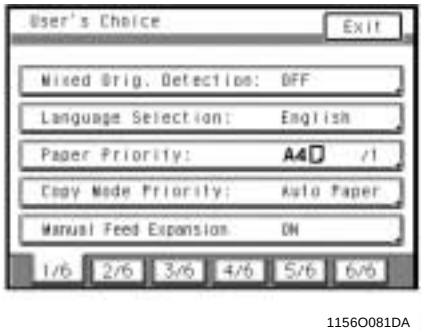
An ID # can be programmed when "100 Accounts" is selected.

1 Press the User Mode key.

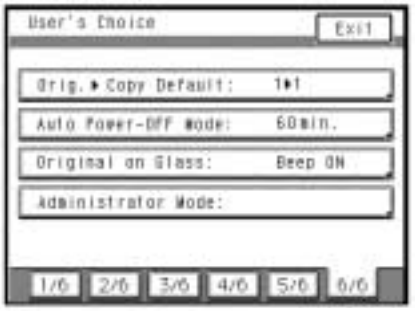


2 Touch **User's Choice**.

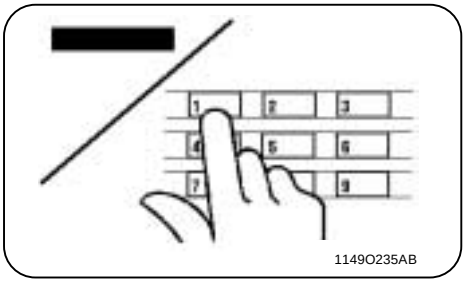
3 Touch **6/6**.



4 Touch **Administrator Mode**.



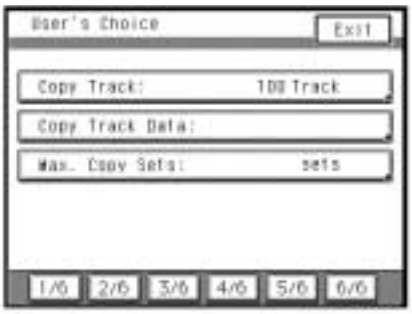
5 Enter the administrator number using the 10-Key Pad.



NOTES

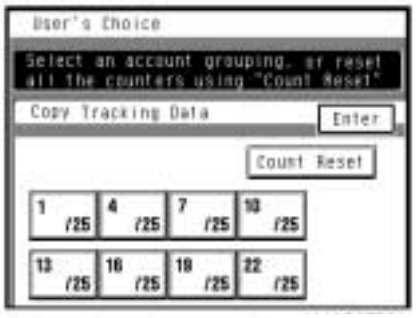
- *Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.*
- *The administrator should remember the administrator number.*

6 Touch **Copy Track Data**.



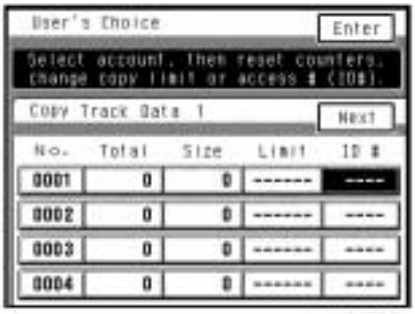
1149O376CA

7 Select the page number on which the target account is shown.



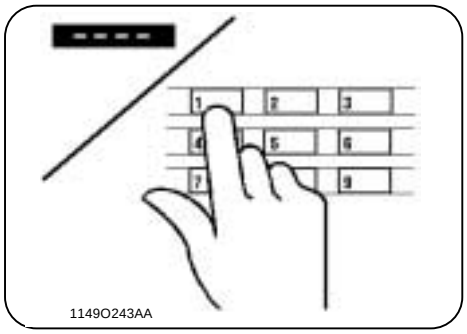
1149O377CA

8 Touch the ID # key of the target account.



1149O378CA

9 Enter the ID # from the 10-Key Pad. Then, touch **Enter**.



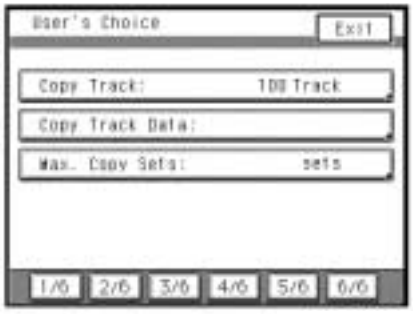
1149O243AA

NOTES

- *The ID number should be a 4-digit number.*
- *To correct a number entry, press the Clear key and then enter the new number.*
- *If you want to program an ID number for other accounts, repeat steps 7 through 9.*
- *If a new ID number is programmed, the old one is erased.*
- *If a new ID number entered already exists for another account, the entry is rejected. Enter a different ID number.*

10 Touch **Enter**.

11 Touch **Exit**.

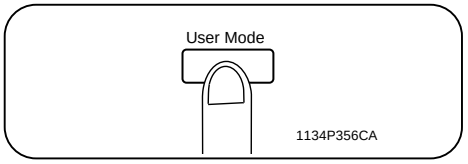


1149O376CA

Setting a Limit for Each Account

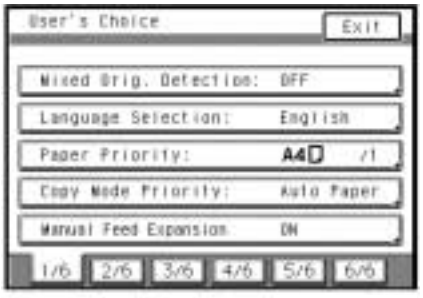
A Limit can be set when "100 Accounts" is selected.

1 Press the User Mode key.

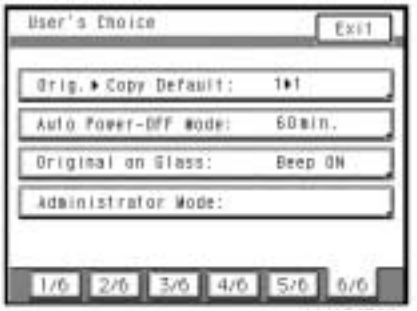


2 Touch **User's Choice**.

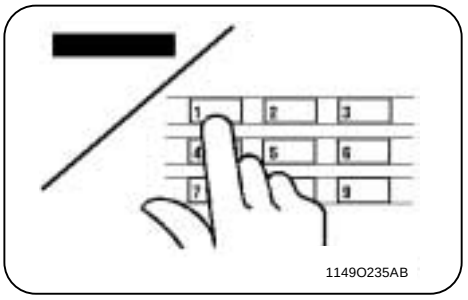
3 Touch **6/6**.



4 Touch **Administrator Mode**.



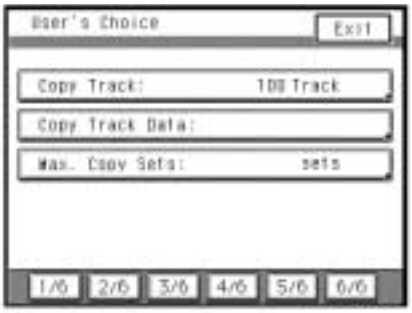
5 Enter the administrator number using the 10-Key Pad.



NOTES

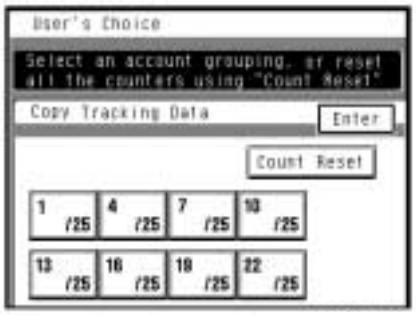
- *Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.*
- *The administrator should remember the administrator number.*

6 Touch **Copy Track Data**.



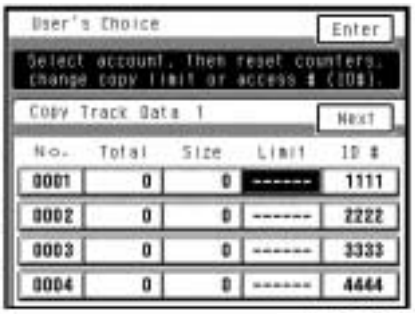
1149O376CA

7 Select the page number on which the target account is shown.



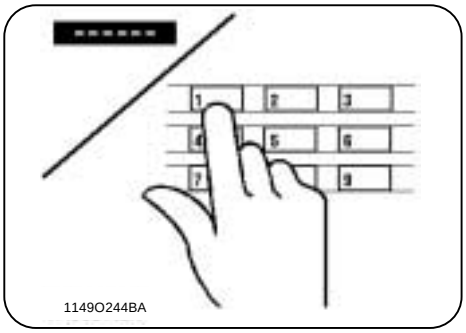
1149O377CA

8 Touch the Limit key of the target account.



1149O379CA

9 Enter a number for the Limit from the 10-Key Pad.
Then, touch **Enter**.



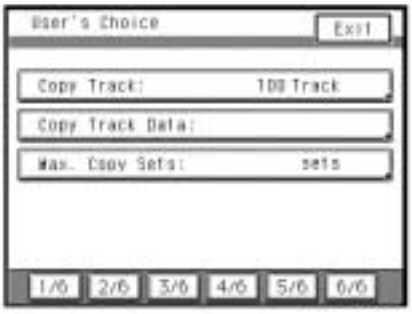
1149O244BA

NOTES

- *To correct a number entry, press the Clear key and then enter the new number.*
- *If you want to set a Limit for other accounts, repeat steps 7 through 9.*

10 Touch **Enter**.

11 Touch **Exit**.

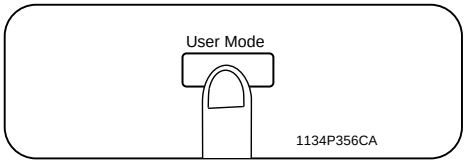


1149O376CA

Clearing Counters for Each Account

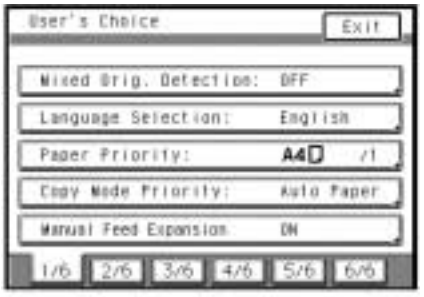
A counter can be cleared for each account when "100 Accounts" or "1000 Accounts" is selected.

1 Press the User Mode key.

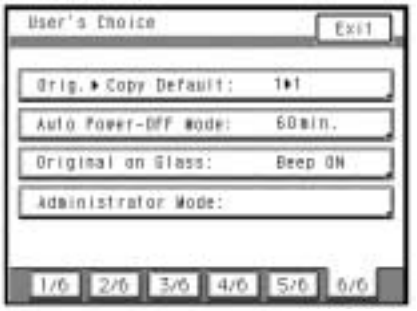


2 Touch **User's Choice**.

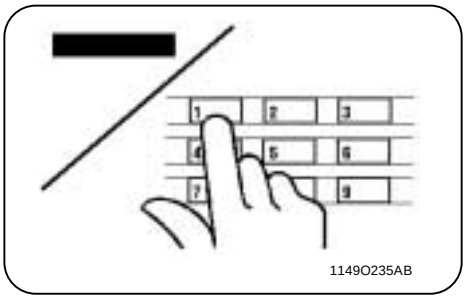
3 Touch **6/6**.



4 Touch **Administrator Mode**.



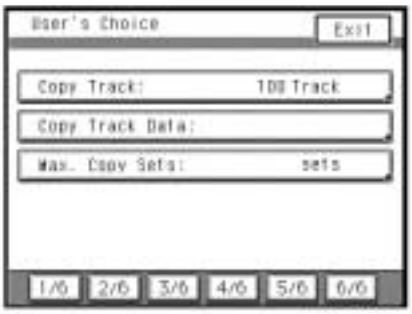
5 Enter the administrator number using the 10-Key Pad.



NOTES

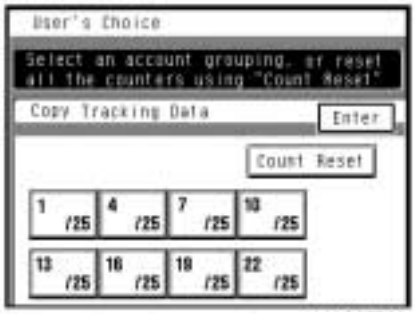
- *Your Technical Representative is to program and change the administrator number. For details, consult your Technical Representative.*
- *The administrator should remember the administrator number.*

6 Touch **Copy Track Data**.



1149O376CA

7 Select the page number on which the target account is shown.

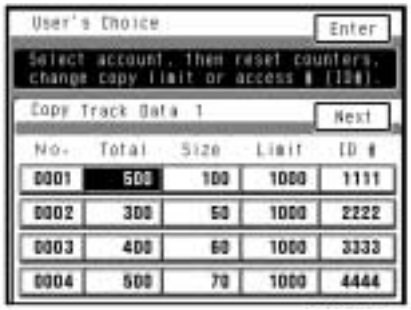


1149O377CA

Useful Tip

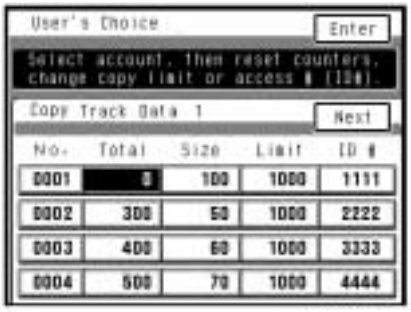
You can touch **Count Reset** to clear the counters of all accounts at once.

8 Touch the counter key of the target account.



1149O380CA

9 Press the Clear key and then touch **Enter**.



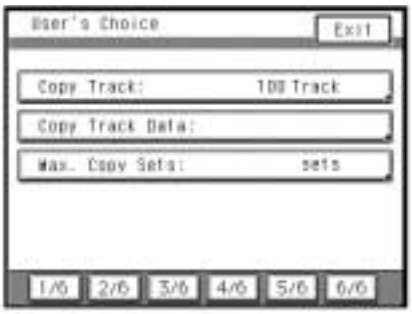
1149O381CA

NOTE

If you want to clear the counters for other accounts, repeat steps 7 through 9.

10 Touch **Enter**.

11 Touch **Exit**.



1149O376CA

5. Data Send

The copier provides a function that allows the user to tell his/her service shop the operating status of the copier by means of preset codes when a Data Terminal is mounted. For more details, consult your Technical Representative.

1156O088DA

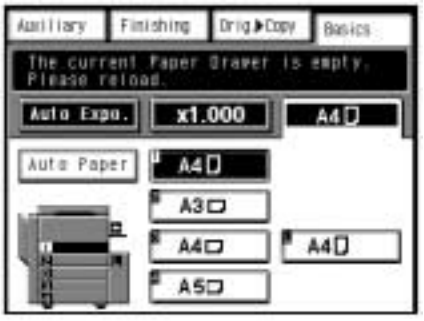
Chapter 5

When a Message Appears

This chapter explains about the various warning messages given on the Touch Panel and steps to take to correct these faulty conditions. It also covers the procedures to be used for replenishing supplies.

1. *When the Message "The current Paper Drawer is empty." Appears p. 102*
2. *When the Message "Replenish Toner." Appears p. 108*
3. *When the Message "The Staple Cartridge is empty." Appears p. 110*
4. *When the Message "A paper misfeed has been detected." Appears p. 114*
   - *Misfeed Location Displays p. 114*
   - *Misfeed Clearing Procedures*
     Copier p. 115
     Copier (Multi Bypass Tray) p. 117
     Paper Feed Cabinet (2-Drawer Type) p. 118
     Paper Feed Cabinet (1-Drawer Type) p.119
     Duplex Unit p. 120
     Large Capacity Cassette p. 121
     Duplexing Document Feeder p. 122
     Automatic Document Feeder p. 123
     Sorter/Staple Sorter p. 124
5. *When "" Appears p. 125*
6. *What Does Each Message Mean? p. 126*

1. When the Message "The current Paper Drawer is empty." Appears

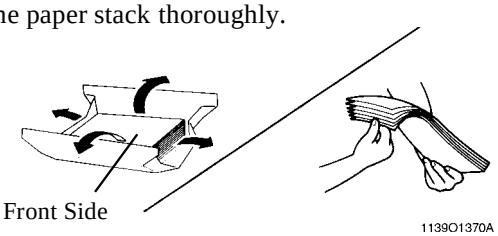


1156O082DA

Example: The 1st Drawer has run out of paper.

When the drawer currently selected for use runs out of paper, the message shown on the left appears. The current copy cycle is interrupted and you cannot then start a new copy cycle. The blinking drawer has run out of paper.

Fan the paper stack thoroughly.



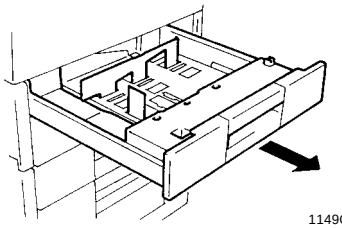
1139O1370A

Add paper by using the following procedure.

Adding Paper

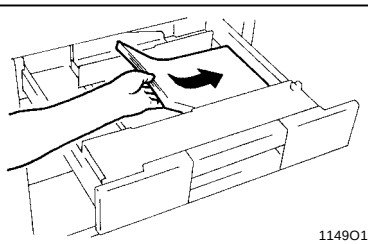
1st Drawer

1 Slide out the 1st Drawer.



1149O115AA

2 Load the paper stack into the Drawer so that its front side faces down.



1149O116AA

NOTE

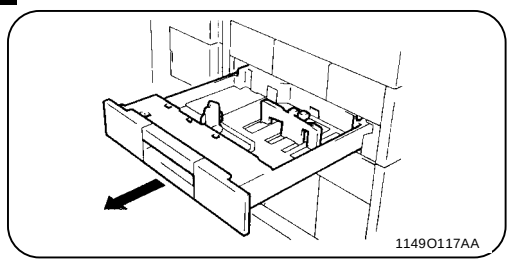
1145O555KA

The paper should be loaded no higher than ▼ (Max. Level Indicator).

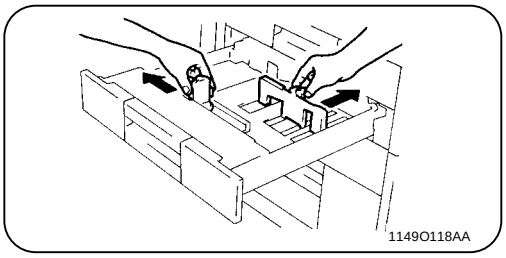
3 Slide the Drawer back in.

2nd Drawer

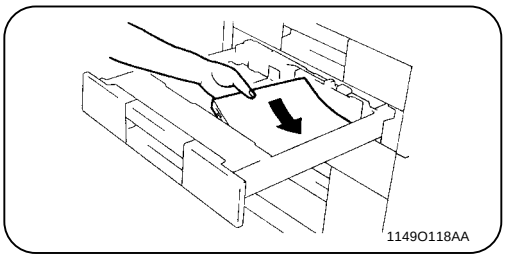
1 Slide the 2nd Drawer.



2 Slide the Edge Guides in the direction of the arrows.



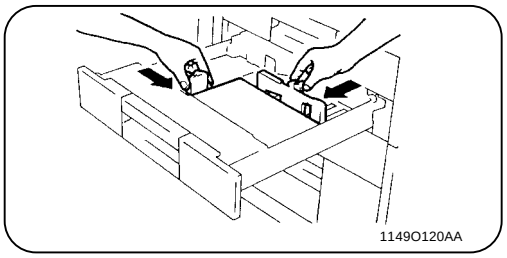
3 Load the paper stack into the Drawer so that its front side faces down.



NOTE

The paper should be loaded no higher than ▼ (Max. Level Indicator).

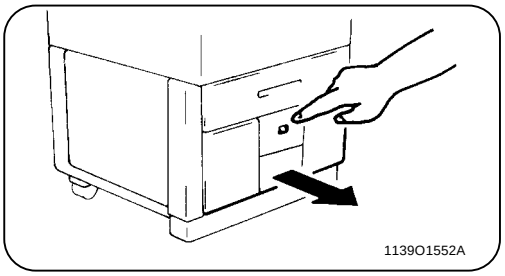
4 Slide the Edge Guides snugly up against the paper stack.



5 Slide the Drawer back in.

3rd Drawer (1-Drawer Type)

1 Press the Paper Descent Key and slide the drawer out.

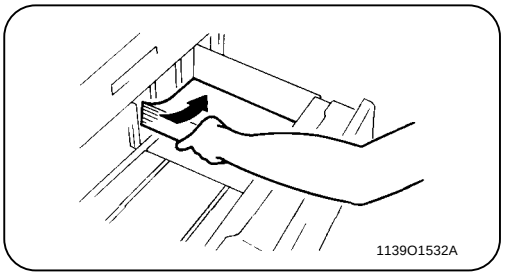


Indication of the Paper Descent Key

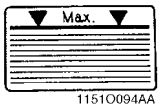
Steady Light : The 3rd Drawer has run out of paper when a drawer other than the 3rd is currently selected for use.

Blinking Light: The 3rd Drawer has run out of paper when the 3rd Drawer is currently selected for use.

2 Load the paper stack into the right half of the Drawer front side face down. Press the leading edge of the paper stack tightly up against the right side of the Drawer.

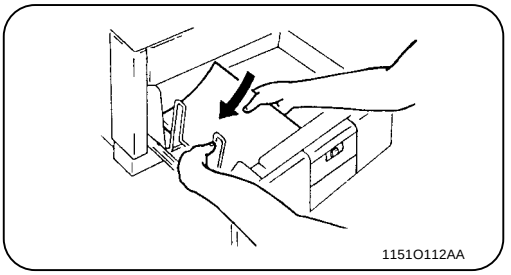


NOTE

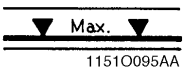


The paper should be loaded no higher than ▼ (Max. Level Indicator).

3 Load another paper stack into the left half of the Drawer front side face down. Press the leading edge of the paper stack tightly up against the left side of the Drawer.

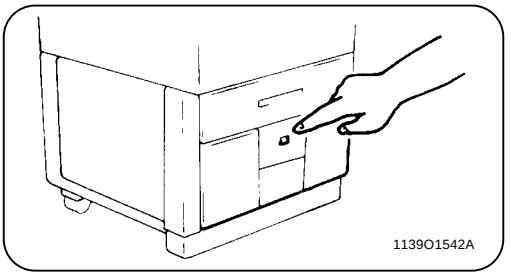


NOTE



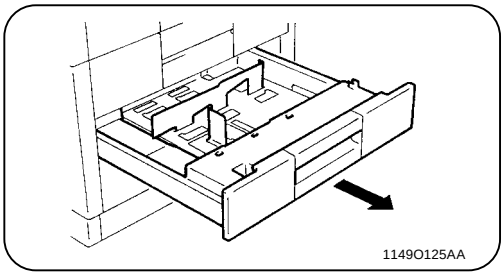
The paper should be loaded no higher than the ▼ (Max. Level Indicator).

4 Gently slide the Drawer back in and press the Paper Descent Key.

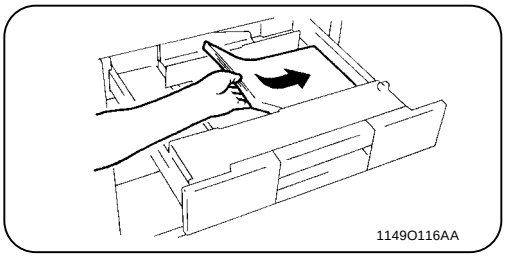


3rd/4th Drawer (2-Drawer Type)

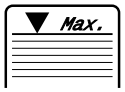
1 Slide out the Drawer.



2 Load the paper stack into the Drawer so that its front side faces down.



NOTE

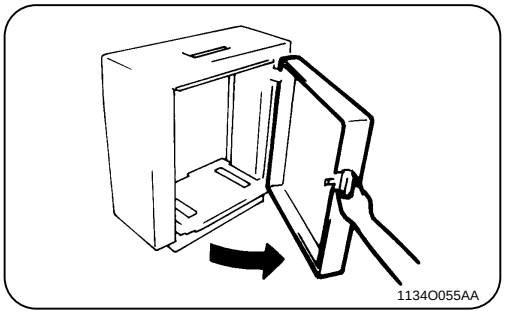


The paper should be loaded no higher than ▼ (Max. Level Indicator).

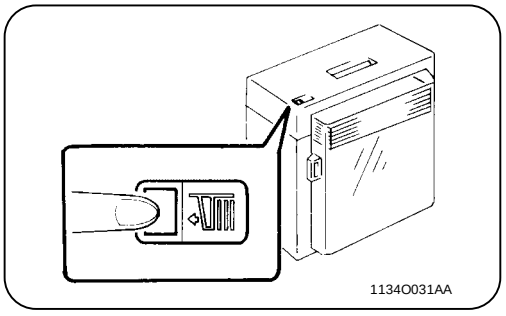
3 Slide the Drawer back in.

Large Capacity Cassette

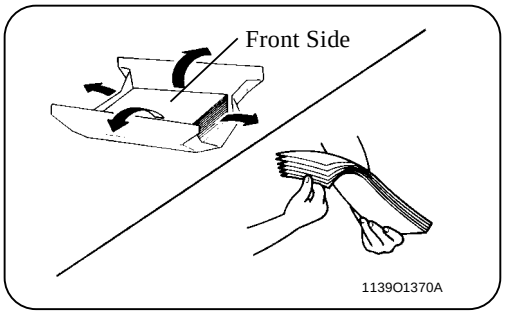
1 Holding the Door Lock Release Lever, open the Cassette Door.



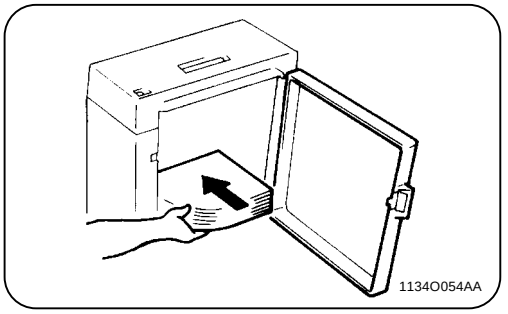
◆When adding paper to a partially loaded Large Capacity Cassette, press the Paper Plate Descent Key to lower the Paper Plate before opening the Cassette Door.



2 Unwrap the package of copy paper and fan the paper stack thoroughly.

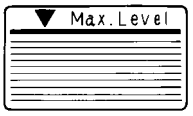


3 Place the paper stack onto the Paper Plate so that its front side faces up.

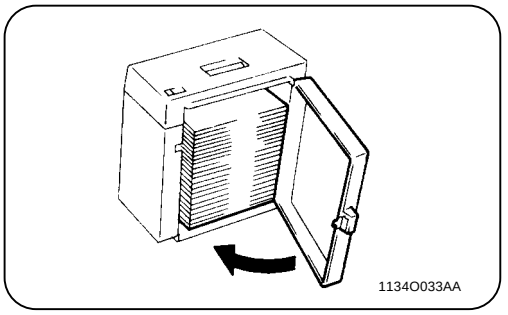


NOTES

- *Make sure that the leading edge of the paper stack is pressed tightly up against the Guide Plate on the left of the Large Capacity Cassette.*
- *The paper should be loaded no higher than the ▼ (Max. Level Indicator).*



4 Close the Cassette Door.



◆This causes the Paper Plate to rise automatically.

NOTE

The Paper Plate may not ascend if the Cassette Door is not closed completely. Be sure to close the Door completely.

2. When the Message "Replenish Toner." Appears

1149O385CA

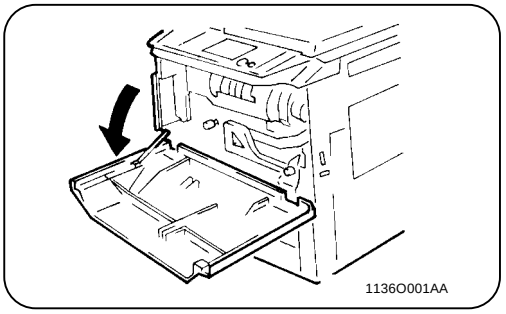
The message shown on the left appears when toner is soon running out. You can still make copies, but the image density will become lighter and lighter. It is recommended therefore that you replace the Toner Bottle with a new one as soon as possible.

1149O384CA

When toner has run out, the message shown on the left appears and you can no longer start a new copy cycle. Replace the Toner Bottle by following the procedure given below.

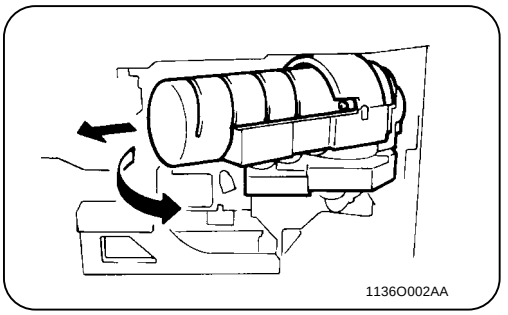
Replacing the Toner Bottle

1 Swing down the Front Door.



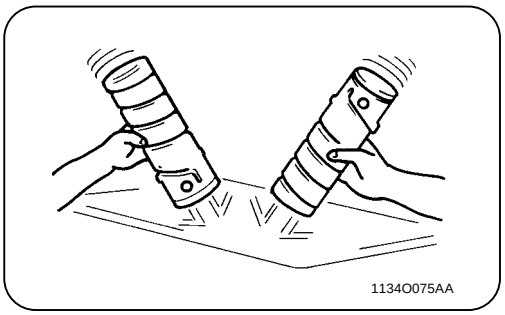
1136O001AA

2 Swing open the Toner Bottle Holder and pull out the used Toner Bottle.

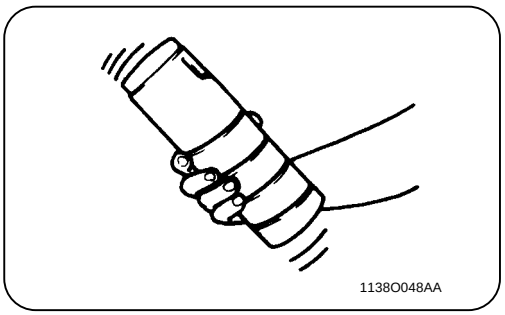


1136O002AA

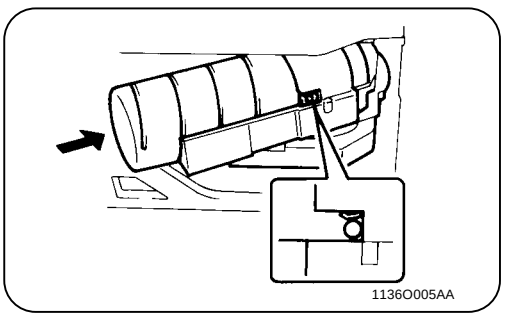
3 Tap a new Toner Bottle against a desk or other hard surface four to five times. Then, turn the Toner Bottle upside down and tap it in the same way again.



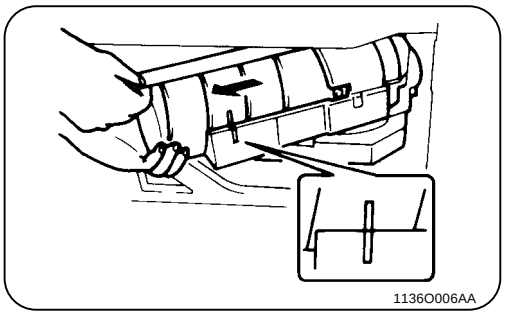
4 Shake the new Toner Bottle well.



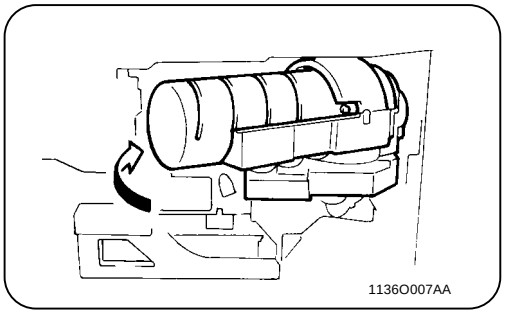
5 With the Seal facing upward, insert the Bottle into position.



6 Check that the ▯ marking on the Bottle is aligned with the ▯ marking on the Toner Bottle Holder. Then pull the seal off the Toner Bottle.



7 Swing the Toner Bottle Holder closed and close the Front Door.



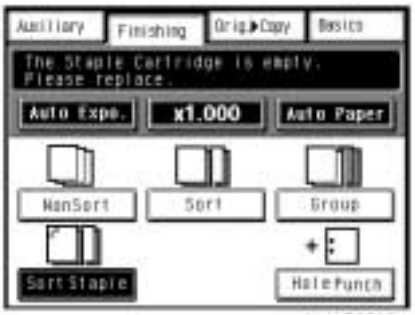
NOTES

- *Use ONLY the specified toner for this copier. Using any other toner could result in image trouble.*
- *Do not turn OFF the Power Switch or open the Door while the copier is replenishing toner.*

Toner Replenisher

Use the Toner Replenisher function available from the User Mode if the image is light immediately after the Toner Bottle has been replaced with a new one. ➪ p. 83

3. When the Message "The Staple Cartridge is empty." Appears



1149O386CA

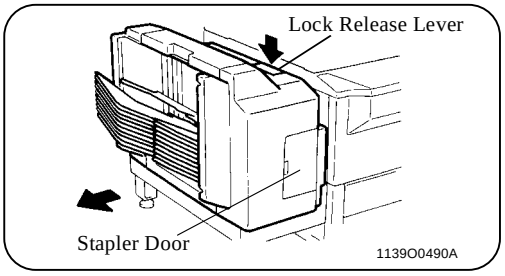
The message shown on the left appears when the staples are running out in a copier system equipped with a Staple Sorter.

Replace the Staple Cartridge with a new one by following the procedure given below.

Replacing the Staple Cartridge

10-Bin Staple Sorter

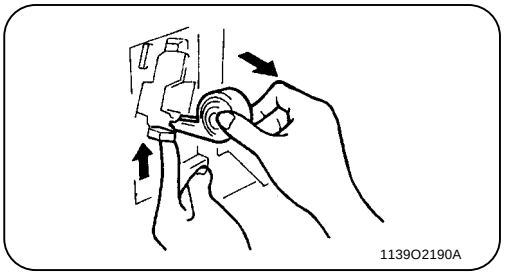
1 Taking hold of the Lock Release Lever of the Staple Sorter, slide the Staple Sorter away from the copier.



1139O0490A

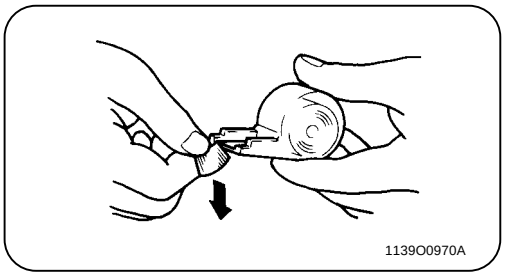
2 Open the Stapler Door.

3 While lifting the Staple Cartridge Release Lever, pull the Staple Cartridge out of its port.

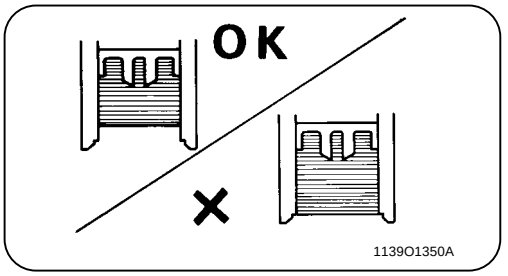


1139O2190A

4 Pull the staple belt about 3 cm out of the new Staple Cartridge and break off that portion.



1139O0970A

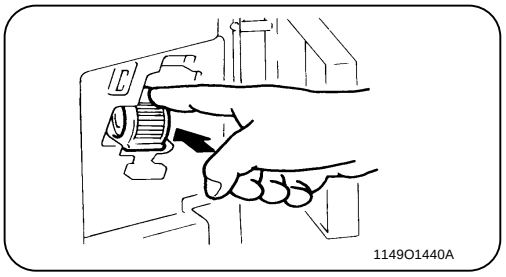


1139O1350A

NOTE

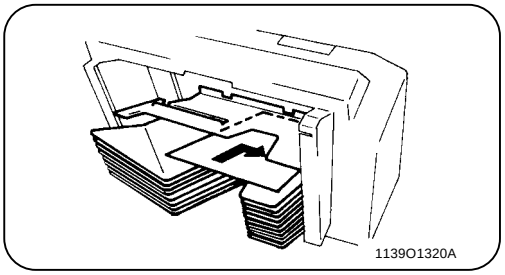
Check that no portion of the staple belt hangs out of the cartridge. Break off any portion of the belt that hangs out of the cartridge.

5 Insert the new Staple Cartridge in the direction of the arrow until it clicks into position.



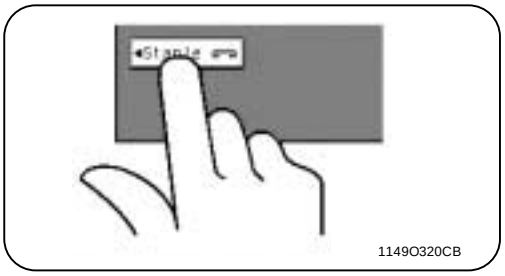
6 Close the Stapler Door and slide the Staple Sorter back against the copier.

7 Place a sheet of paper into the 1st Bin of the Staple Sorter.

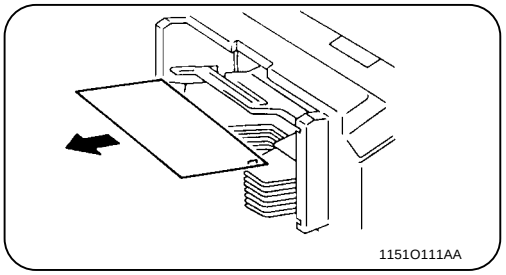


8 Touch **Staple** .

* The Staple Sorter automatically test-staples the paper 2 to 3 times.



9 Remove the sheet of paper from the 1st Bin and check that staples have been driven into it.



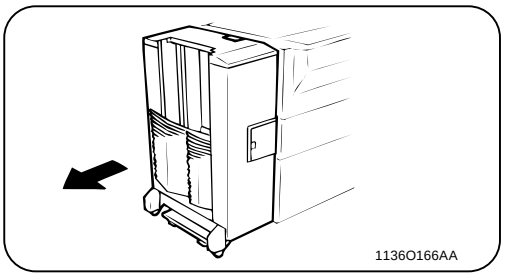
* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 7, 8, and 9.

NOTES

- *Replace the Staple Cartridge only after you are prompted to do that by the message. Removing the Staple Cartridge before then will result in stapling trouble.*
- *Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 7 to 9.*
- *DO NOT turn the green gear near the cartridge inside the Stapler Unit.*

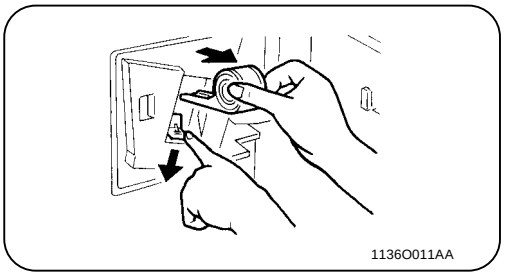
20-Bin Staple Sorter

1 Taking hold of the Lock Release Lever of the Staple Sorter, slide the Staple Sorter away from the copier.

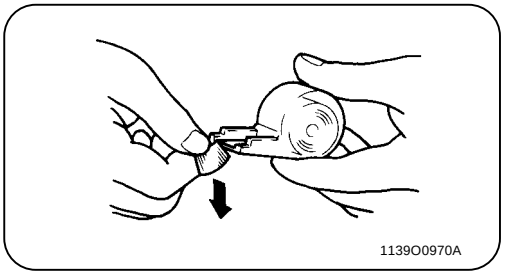


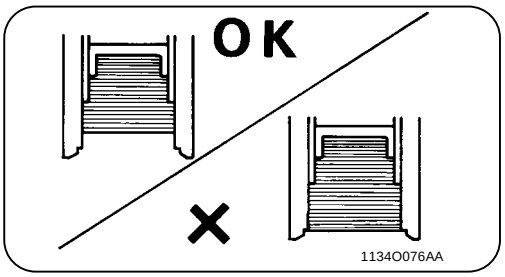
2 Open the Stapler Door.

3 While pressing the Staple Cartridge Release Lever down in the direction of the arrow, pull the Staple Cartridge out of its port.



4 Pull the staple belt about 3 cm (1 inch) out of the new Staple Cartridge and break off that portion.

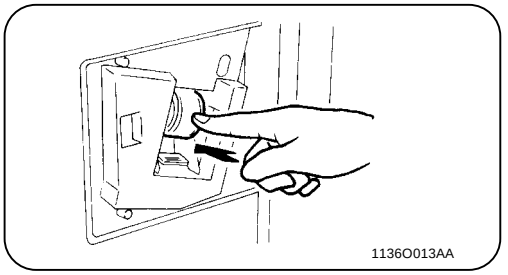




NOTE

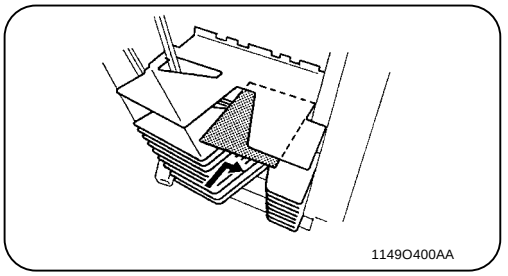
Check that no portion of the staple belt hangs out of the cartridge. Break off any portion of the belt that hangs out of the cartridge.

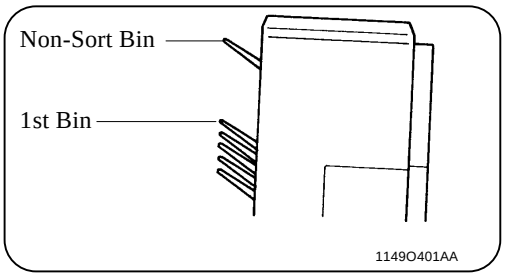
5 Insert the new Staple Cartridge in the direction of the arrow until it clicks into position.



6 Close the Stapler Door and slide the Staple Sorter back against the copier.

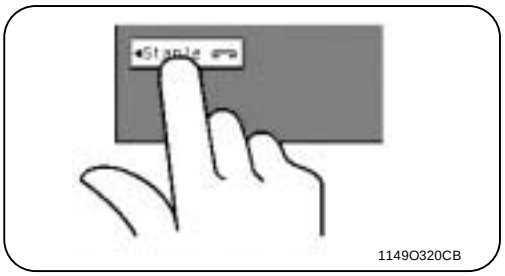
7 Place a sheet of paper into the 1st Bin of the Staple Sorter.



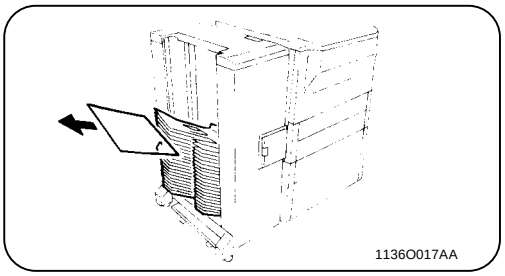


8 Touch **Staple** .

* The Staple Sorter automatically test-staples the paper 2 to 3 times.



9 Remove the sheet of paper and check that staples have been driven into it.



* If no staples are evident, place another sheet of paper into the 1st Bin and repeat steps 7, 8, and 9.

NOTES

- *Replace the Staple Cartridge only after you are prompted to do that by the message. Removing the Staple Cartridge before then will result in stapling trouble.*
- *Immediately after the new Staple Cartridge has been loaded, be sure to follow steps 7 to 9.*
- *DO NOT turn the green gear near the cartridge inside the Stapler Unit.*

4. When the Message "A paper misfeed has been detected." Appears

1149O387CA

If a paper misfeed occurs during a copy cycle, the message shown on the left appears and that particular copy cycle is stopped in the middle of operation.

Clear the misfed sheet of paper according to the procedure given below.

Misfeed Location Displays

Different procedures are used to clear a misfed sheet of paper depending on the location. First, isolate the location, then clear the misfeed according to the procedure applicable to the misfeed occurring at that particular location.
A blinking dot "O" indicates that there is a misfeed at that location. A lit dot "O" indicates that there might be a sheet of paper stopped at that location.

Copier ⇨ p. 115

1149O252AA

Multi Bypass Tray ⇨ p. 117

1149O251AA

Paper Feed Cabinet ⇨ p. 118

1156O061AA

Duplex Unit ⇨ p. 120

1149O254AA

Large Capacity Cassette ⇨ p.121

1156O006AA

Automatic/Duplexing Document Feeder ⇨ p. 122

1149O255AA

Sorter/Staple Sorter ⇨ p. 124

1149O256AA

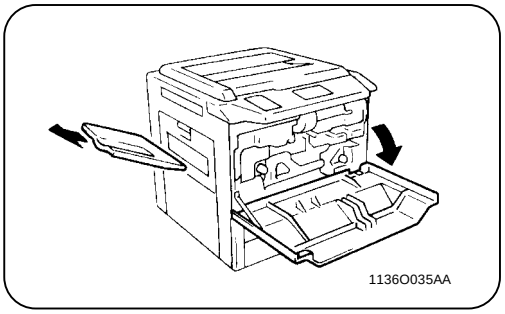
Misfeed Clearing Procedures

Copier

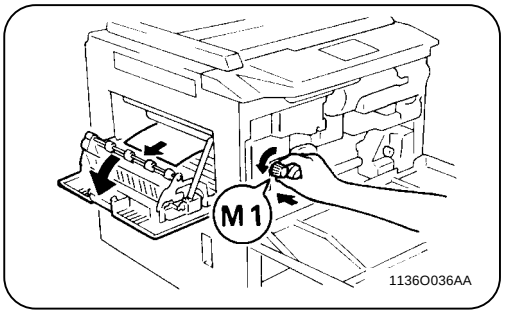
NOTE

Be careful not to touch the areas marked with ⚠ High Voltage and ⚠ Caution with bare hands.

1 Swing down the Front Door and remove the Exit Tray.



2 Open the Left Door. Pushing and, at the same time, turning Misfeed Removal Knob (M1), pull out the sheet of paper.

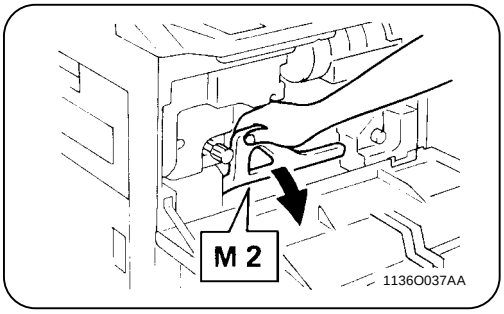


⚠ CAUTION

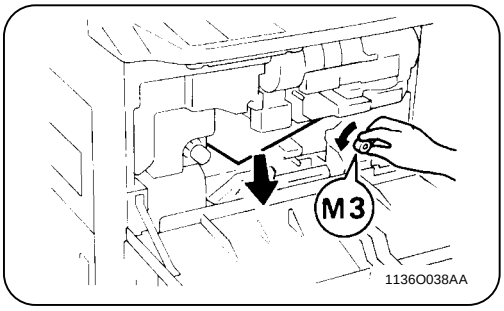
The Fusing Unit and its surrounding areas may be extremely hot. DO NOT touch any part except the paper.

3 Close the Left Door and fit the Exit Tray back into position.

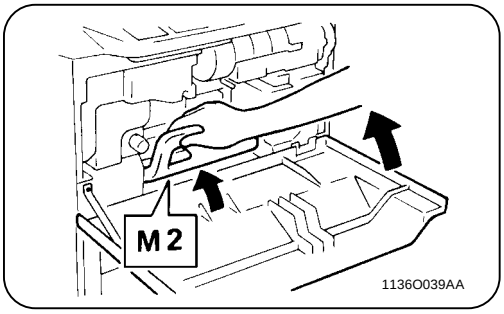
4 Swing Transport Section Release Lever (M2) down.



5 Turning Misfeed Removal Knob (M3), pull out the sheet of paper.

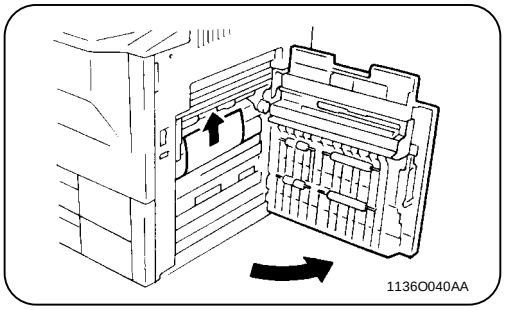


6 Swing Transport Section Release Lever (M2) back to its original position. Close the Front Door.



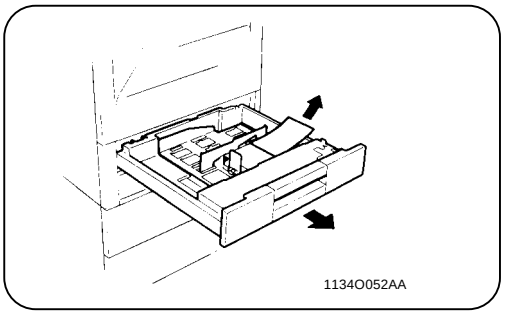
4. When the Message "A paper misfeed has been detected." Appears

7 Open the Right Door and pull out the sheet of paper from the Paper Take-Up Section.

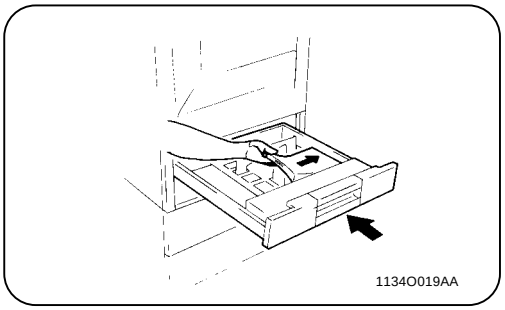


8 Close the Right Door.

9 Slide out the 1st Drawer and unload the paper from the Drawer.



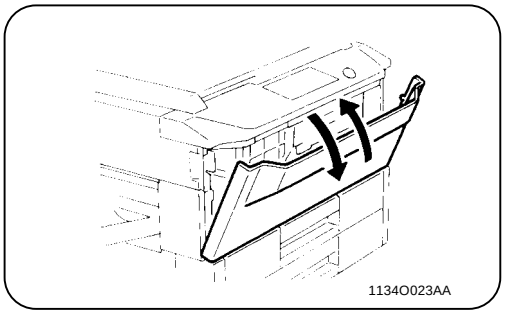
10 Fan the paper thoroughly and reload it in the Drawer.



11 Slide the Drawer back in.

12 In the same way, unload and reload the paper stack in the 2nd Drawer.

13 Open and close the Front Door to reset the misfeed indication/message on the Touch Panel.

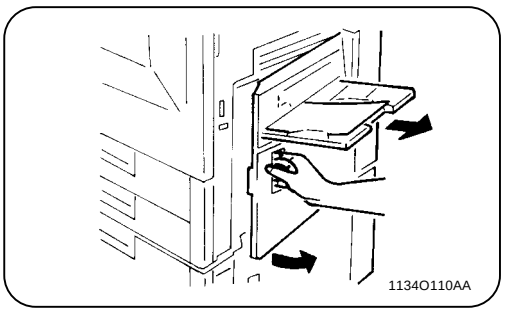


NOTE

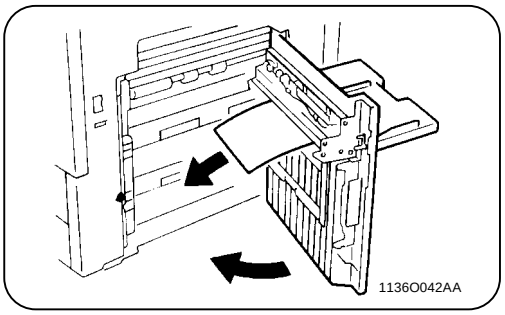
After removing the misfed sheets of paper, start the copy cycle following the message on the Display.

Multi Bypass Tray

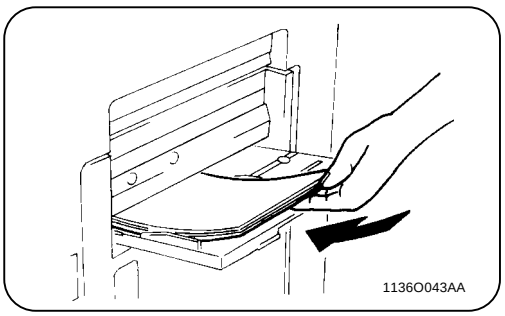
1 Unload the paper stack from the Multi Bypass Tray.
Then open the Right Door.



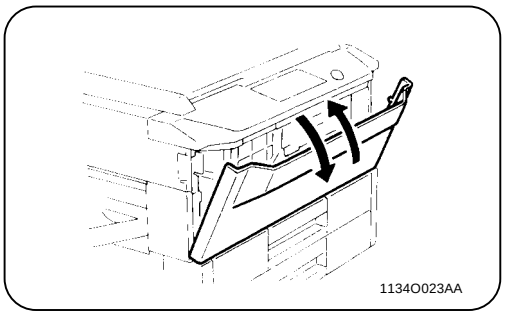
2 Pull out the sheet of paper from the Paper Take-Up Section. Then, close the Right Door.



3 Fan the paper stack thoroughly and place it back on the Tray.



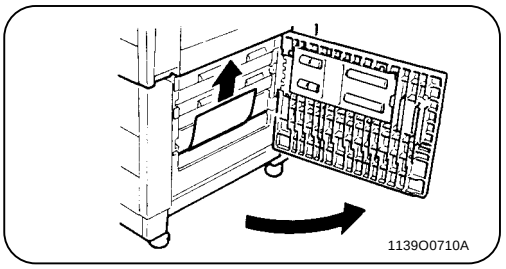
4 Open and close the Front Door to reset the misfeed indication/message on the Touch Panel.



4. When the Message "A paper misfeed has been detected." Appears

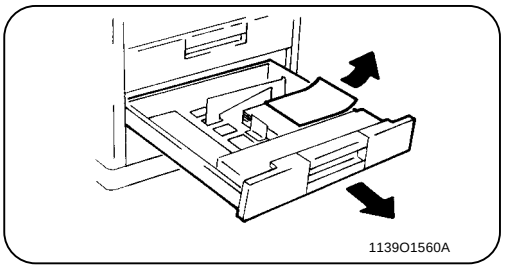
Paper Feed Cabinet (2-Drawer Type)

1 Open the Lower Right Door and pull out the sheet of paper.

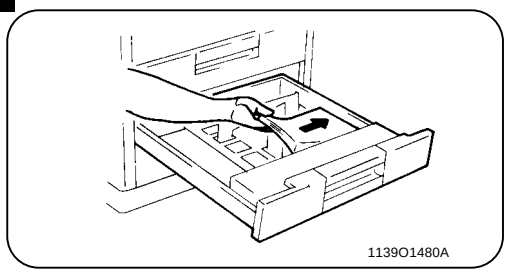


2 Close the Lower Right Door.

3 Slide out the drawer and unload the paper stack from it.

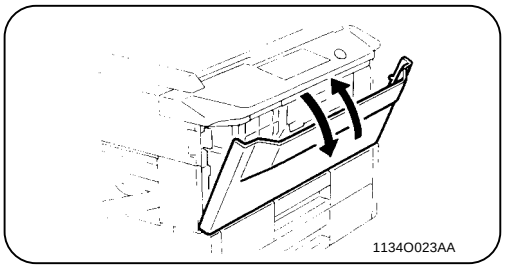


4 Fan the paper thoroughly and reload it.



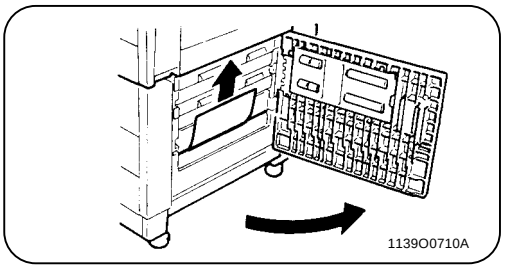
5 Slide the Drawer back in.

6 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.



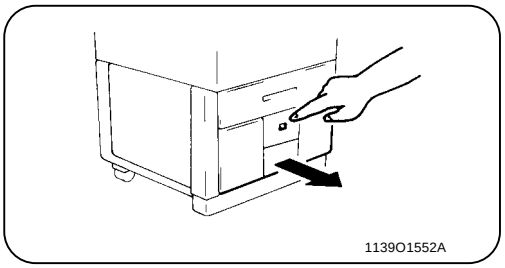
Paper Feed Cabinet (1-Drawer Type)

1 Open the Lower Right Door and pull out the sheet of paper.

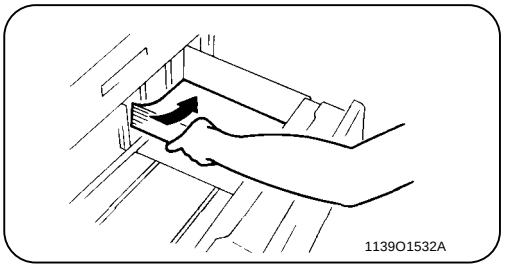


2 Close the Lower Right Door.

3 Press the Paper Descent Key and then slide out the drawer.

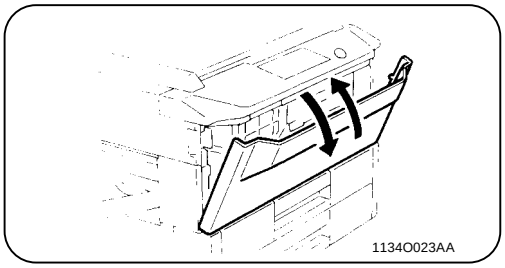


4 Unload the paper from the drawer. Fan the paper thoroughly and reload it.



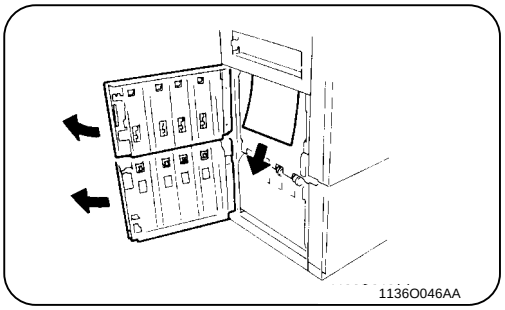
5 Slide the drawer back in and press the Paper Desent Key.

6 To reset the paper misfeed indication on the Touch Panel, open and close the Front Door.

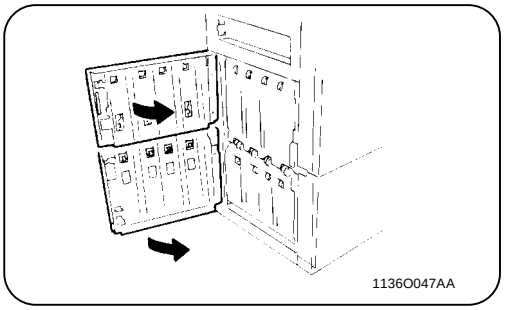


Duplex Unit

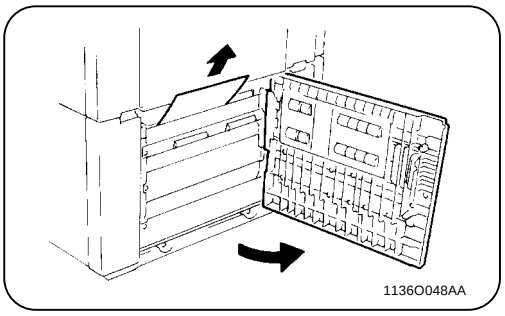
1 Open the Middle Left Door and Lower Left Door. Pull out the sheet of paper from the Transport Section.



2 Close the Middle Left and Lower Left Doors.

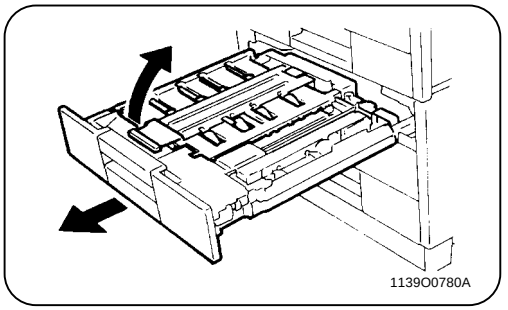


3 Open the Lower Right Door and pull out the sheet of paper from the Transport Section.

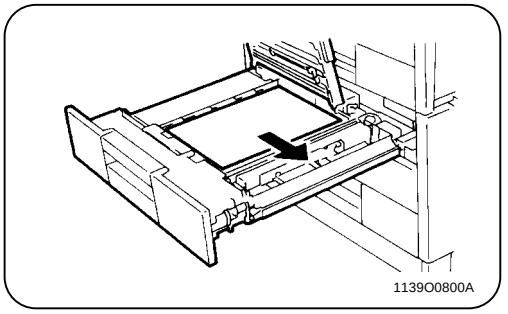


4 Close the Lower Right Door.

5 Slide out the Duplex Unit and open the Misfeed Removal Guide Plate.

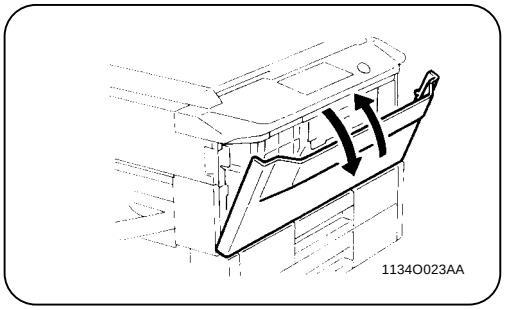


6 Pull out the sheet of paper from the Duplex Unit.



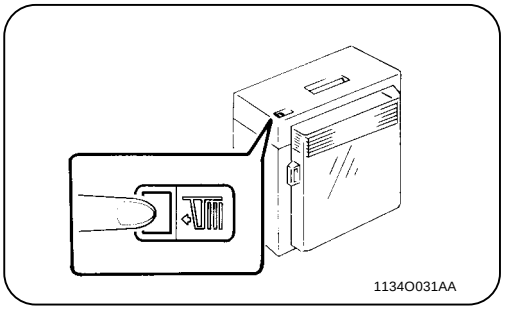
7 Close the Misfeed Removal Guide Plate and slide the Duplex Unit back into the copier.

8 Open and close the Front Door to reset the misfeed indication/message on the Touch Panel.

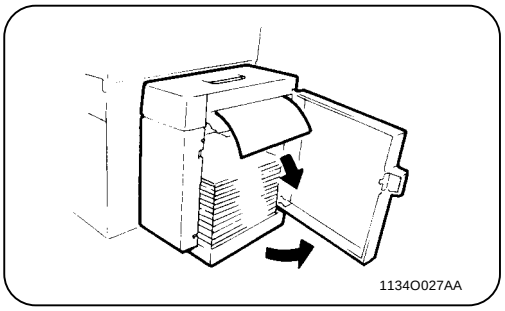


Large Capacity Cassette

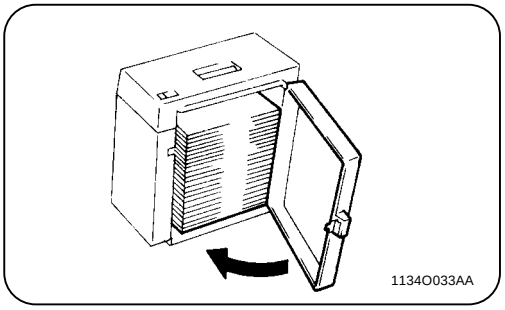
1 Press the Paper Descent Key.



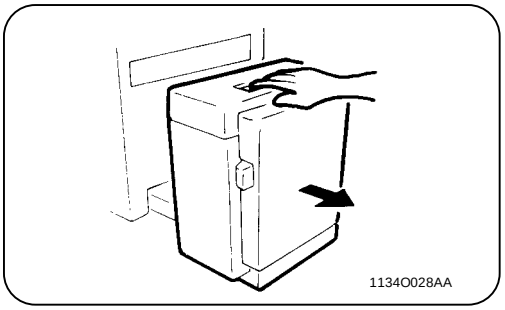
2 Holding the Door Lock Release Lever, open the Cassette Door and then remove the sheet of paper.



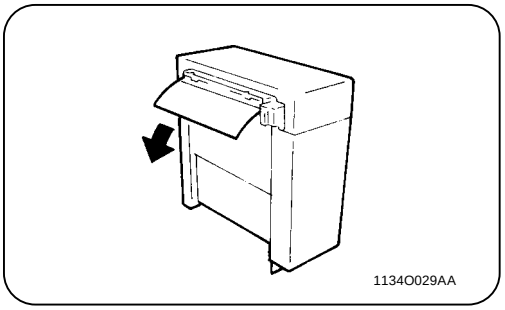
3 Close the Cassette Door.



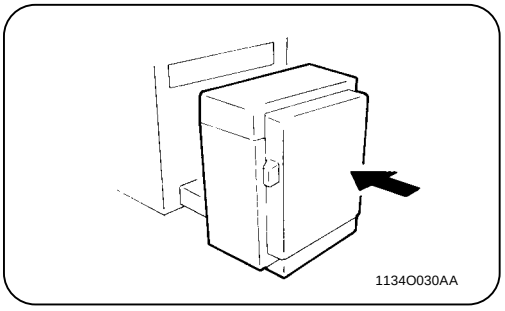
4 Press the Lock Release Lever and slide the cassette away from the copier.



5 Remove the sheet of paper.

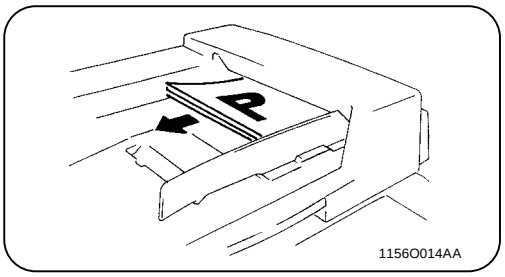


6 Slide the cassette back against the copier.

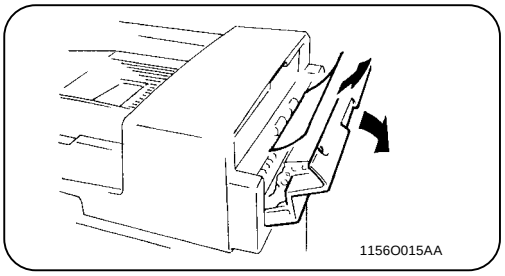


Duplexing Document Feeder

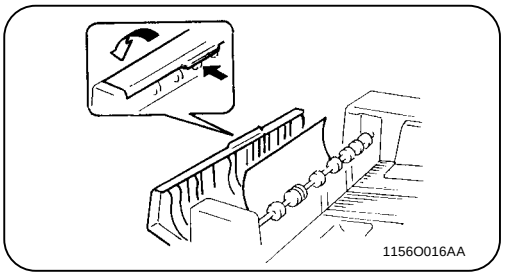
1 Remove the original stack from the Document Feed Tray.



2 Swing open Document Feed Unit Door (F1) and gently pull out the original.

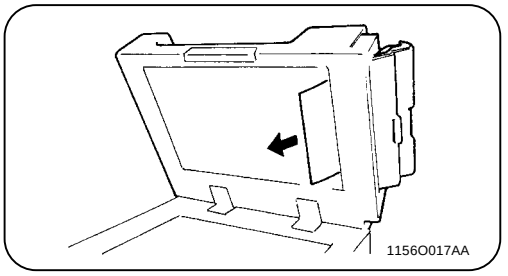


3 Swing open Document Turnover/Exit Unit Door (F2) and carefully pull out the original from the Exit Unit.



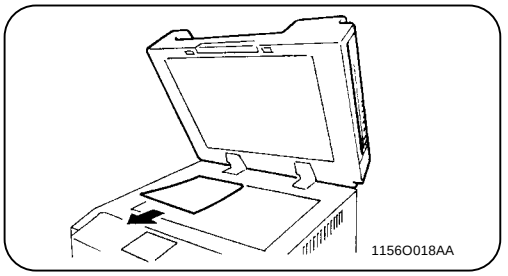
4 Close (F2).

5 Raise the Duplexing Document Feeder. Gently pull out the original from the Document Turnover/Feed Unit.

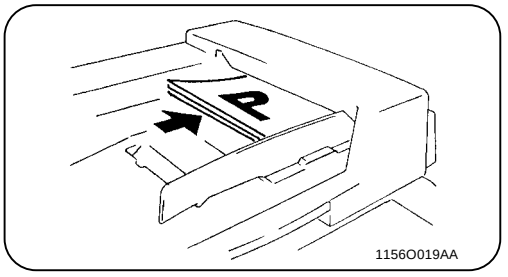


6 Close (F1).

7 Remove the original from the Original Glass and lower the Duplexing Document Feeder.

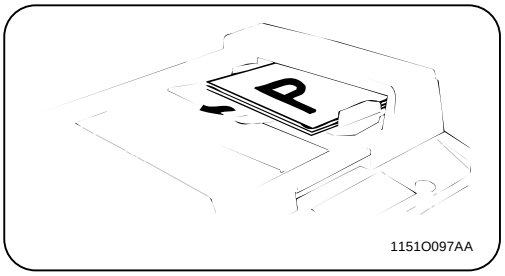


8 Add the number of originals indicated on the Touch Panel to the bottom of the original stack removed in step 1, and reload the stack onto the Document Feed Tray.

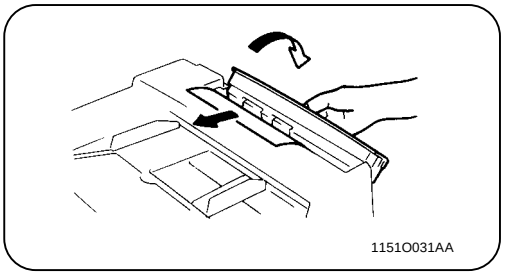


Automatic Document Feeder

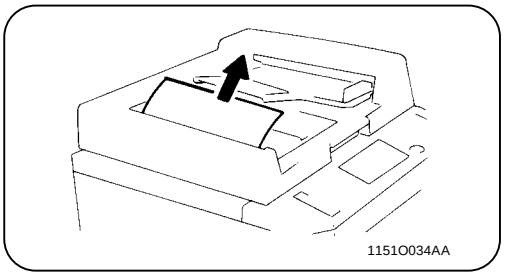
1 Remove the original stack from the Document Feed Tray and the originals fed onto the Document Exit Tray.



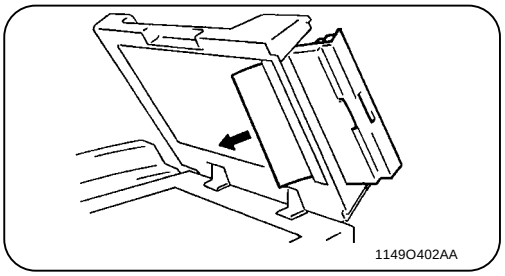
2 Swing open Document Feed Unit Door (F1) and gently pull out the original.



3 Carefully pull out the original from the Document Exit Unit.

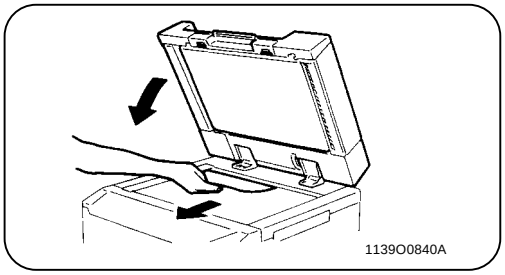


4 Raise the Automatic Document Feeder. Gently pull out the original from the Document Feed Unit.

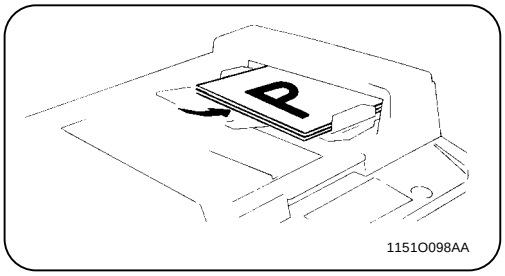


5 Close (F1).

6 Remove the original from the Original Glass and lower the Automatic Document Feeder.



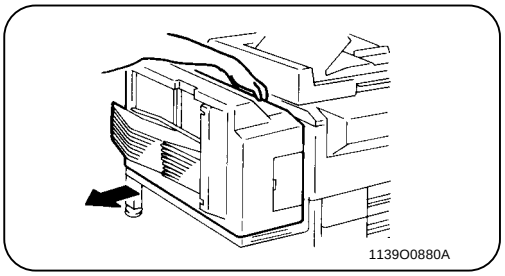
7 Reload all the originals removed in step 1 onto the Document Feed Tray.



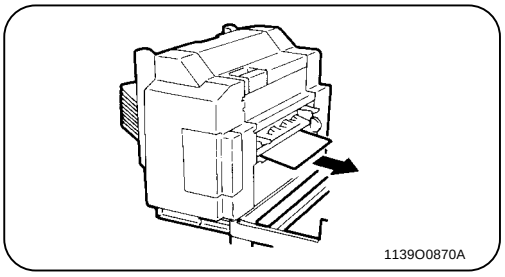
Sorter/Staple Sorter

10-Bin

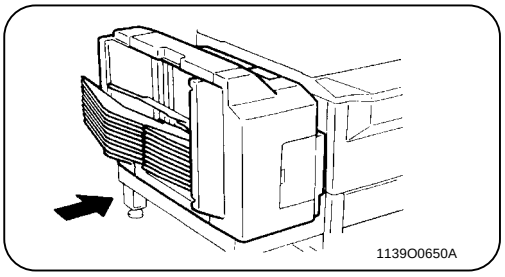
1 Holding the Lock Release Lever, slide the Sorter/Staple Sorter away from the copier.



2 Pull out the copy from the transport section.

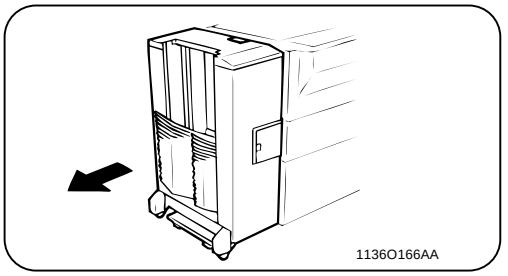


3 Slide the Sorter/Staple Sorter back to the copier.



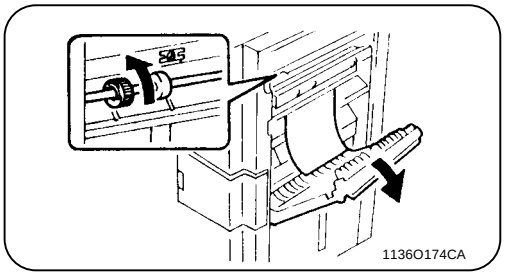
20-Bin

1 Holding the Lock Release Lever, slide the Sorter/Staple Sorter away from the copier.

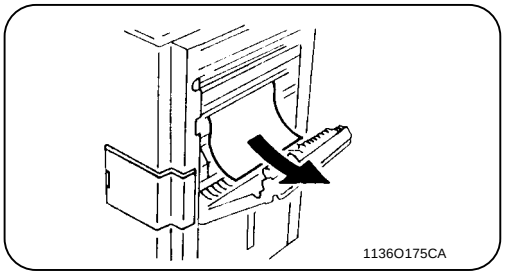


2 Open Misfeed Clearing Guide Plate Ⓢ.

3 Turn the misfeed clearing knob one turn in the direction shown (Staple Sorter only).



4 Pull out the copy from the transport section.



5 Close Misfeed Clearing Guide Plate Ⓢ and slide the Sorter/Staple Sorter back to the copier.

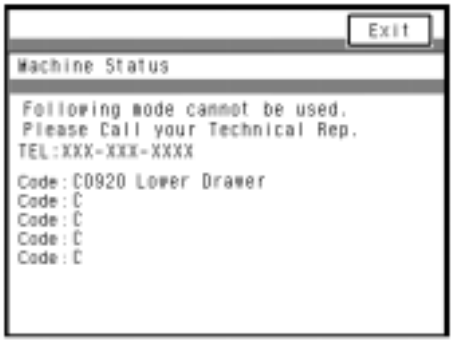
5. When Appears

1149O264CA

When appears in the lower left corner of the Touch Panel, it means that part of the copier mechanism is malfunctioning. Call your Technical Representative immediately.
If a copy function involving the malfunctioning component is selected, the message "The XXX is malfunctioning. Use another mode & call your tech. rep!" appears.
You can nonetheless make copies as long as you don't use that particular function.

IMPORTANT

Touching on the Touch Panel shows the following screen.



1149O388CA

When you call your Technical Representative, please give him/her the code given on this screen.

Example: Code: C0920

*Touching **Exit** in the upper right corner of the screen returns the Basic copying screen to the Touch Panel.*

6. What Does Each Message Mean?

Message	Cause	Action
A malfunction has been detected. Please call your technical rep. and provide the following code:	The copier malfunctioned and is unable to make copies.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Please input your Access Code #, then press the ACCESS Key.	An access number has been set and the number assigned for your own department must be entered before you can make a copy.	Enter your access number. ⇨ p. 22
To begin copying, please insert the Key Counter into the copier as illustrated below:	The Key Counter is not plugged in and the copier is unable to make copies.	Plug in the Key Counter.
To begin copying, please insert the Magnetic Card into Data Controller as illustrated below:	A magnetic card is not inserted into the Data Controller (option) and the copier is unable to make copies.	Insert a magnetic card into the Data Controller.
The current Paper Drawer is empty. Please reload.	The currently selected drawer has run out of paper.	Load the drawer with paper. ⇨ p.102
Please add toner (Instructions for adding toner are on the inside of the front cover).	Toner has run out and the copier is unable to make copies.	Replace the Toner Bottle with a new one. ⇨ p.108
Please replenish toner soon:	Toner is soon running out.	Replace the Toner Bottle with a new one. ⇨ p.108
The Staple Cartridge is empty. Please replace.	The staples have run out.	Replace the Staple Cartridge with a new one. ⇨ p.110
A paper misfeed has been detected. Please remove the misfeed at ●.	A misfeed has occurred and no copy cycle can be initiated.	Clear the misfed sheet of paper. ⇨ p.114
The section indicated by ➡ is open. Please close it properly.	A copier door is left open or an option is not attached properly and the copier is unable to make copies.	Close the door or cover and attach the option properly.
Preventative Maintenance Time! Please call your technical rep. and provide the following code:	The time has come when the copier needs service and the copier is unable to make copies.	Call and inform your Technical Representative of the code being shown on the Touch Panel.
Call for Maintenance soon:	The time has come when the copier needs service.	Call your Technical Representative.
Copies have been left in the Duplex Unit. Please remove them before proceeding any further.	A copy or copies are left in the Duplex Unit and the copier is unable to make copies.	Remove all copies from the Duplex Unit.
Sorter has reached its capacity. Please remove all the copies before proceeding any further.	The Sorter Bin capacity has been reached and the copier is unable to make copies.	Remove all copies from the Sorter Bins.
Original(s) have been left on the Glass. Please lift the cover and remove them.	You try to use the document feeder when there is an original left on the Original Glass.	First remove the original from the Glass, then load the originals in the document feeder.

Message	Cause	Action
Original(s) left on the Glass.	You have left an original on the Original Glass.	Remove the original from the Glass.
2-sided copying is not possible on paper sizes less than A5 size.	You have selected a paper size that is not good for 2-sided copying.	Select a standard copy paper size of A5 or larger, or cancel 2-sided copying.
Sorting or Grouping is not possible with A5 ▯ B6 ▭ or 5-1/2 × 8-1/2 ▯ paper sizes.	You have selected a copy paper size not good for Sort or Group.	Select a standard copy paper size of A5 ▭ (5-1/2" × 8-1/2" ▭) or larger, or cancel Sort or Group.
Stapling is not possible on paper sizes less than B5 size.	You have selected a copy paper size not good for Sort Staple.	Select a standard copy paper size of B5 or larger, or cancel Sort Staple.
Hole-Punching is only possible with A3 ▭ and A4 ▯ sizes.	You have selected a copy paper size not good for Hole Punch.	Select the specified paper size or cancel Hole Punch.
Matching paper size isn't available. Reselect paper size or change zoom.	No drawers contain paper of the right size to run a copy cycle in the Auto Paper mode.	Cancel Auto Paper and select the appropriate copy paper size or change the zoom ratio.
Matching paper size isn't available. Please change direction of original.	The copy paper of the calculated size is loaded in a direction different from that of the original to run a copy cycle in the Auto Paper mode.	Change the direction of the original.
Auto Sizing is not possible. Select another zoom method or paper size.	The zoom ratio calculated based on the original size and copy paper size is outside the range from × 0.5 to × 2.0 to run a copy cycle in the Auto Size mode.	Cancel Auto Size and select the appropriate zoom ratio or change the copy paper size.
Please load Cover paper into the source indicated below.	Paper for covers has run out.	Load paper for covers.
	Paper for covers is not loaded.	
Please load Insert sheets into the indicated paper source.	The paper source specified for inserts has run out of paper.	Load the specified paper source with the paper for inserts. ⇨ p.102
	The paper source specified for inserts is not loaded with paper.	
To staple, please remove all the remaining copies from the Sorter.	A stapled copy set/stack is left in the Sorter Bin.	Remove all copies from the Sorter Bins or cancel Sort Staple.
Remove copies from the Sorter.	A copy or copies are left in the Sorter Bins.	Remove all copies from the Sorter Bins.
Please load the originals into the Document Feeder.	The originals are not loaded in the document feeder, though a mode that requires the document feeder (Cover, Page Insertion, etc.) has been set.	Load the originals in the document feeder.
Copies remain in the Duplex Unit, please press START to feed them out.	A copy or copies are left in the Duplex Unit.	Press the Start key to feed the copies out of the Duplex Unit and out onto the Exit Tray.
Manual Feeding cannot be combined with duplexing. Cancel either one.	Two-sided copying is not possible with paper loaded in the Multi Bypass Tray.	Select another paper source or 1-sided copying.
XXX and OOO cannot be combined.	You have set two functions that conflict with each other.	Cancel either one of the two functions.

6. What Does Each Message Mean?

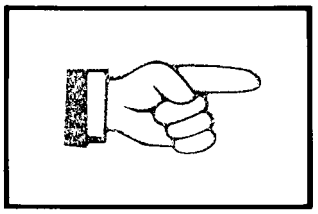
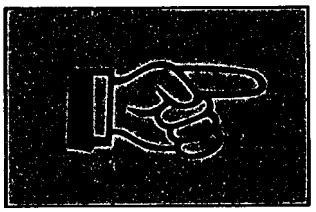
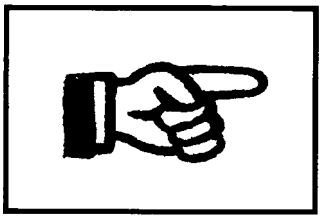
Message	Cause	Action
The maximum # for 2-sided copies is 50. Please reenter.	You have entered 51 or more for the number of copies to be made in a 2-sided copying cycle.	If you press the Start key, the copier starts the copy cycle to make only 50 copies.
To recover job, reinsert the following # of originals:	After a misfed sheet of paper has been cleared, you need to reload the originals fed out onto the Document Exit Tray onto the Document Feed Tray.	Add the number of originals indicated to the bottom of the remaining stack and reload.
For Margin-by-Reduction, select Auto Paper or Auto Size instead of Manual.	Margin-by-Reduction is possible only in Auto Paper or Auto Size.	Select Auto Paper or Auto Size.
Matching paper size is only in Special tray. If OK, press START.	The drawer selected for use has been set up for special paper loading by using User's Choice.	If you don't want the special paper, place the desired type of paper of the corresponding size on the Multi Bypass Tray. ⇨ p.35
Auto-Sizing and Manual Feeding cannot be combined.	The two functions are incompatible with each other.	Select a zoom ratio.
Your account has reached its maximum copy allowance. Please call your administrator.	The max. number of copies that can be made for your account is determined in the Administrator Mode.	Consult the administrator of your copier. ⇨ p.88

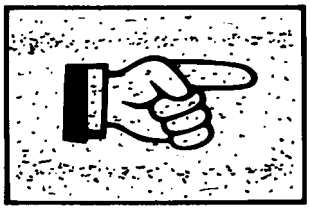
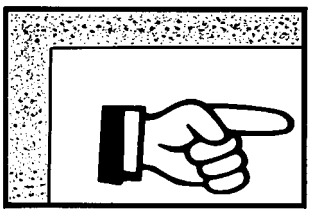
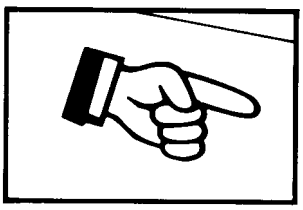
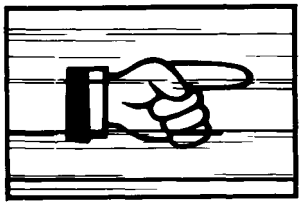
Chapter 6
Troubleshooting

This chapter gives you instructions on how to troubleshoot copier malfunctions by showing actual examples.

1. *When This Type of Copy is produced p. 130*
   - *The image is too light.*
   - *The image is too dark.*
   - *The copy is blurry.*
   - *The copy has dark specks or spots.*
   - *The edge of the copy is dirty.*
   - *The image on the copy is not aligned properly.*
   - *The copy has lines.*
2. *The Copier is not functioning as designed p. 132*
   - *The Touch Panel shows nothing.*
   - *The Start key does not light up green.*
   - *No copies are fed out when the Start key is pressed.*
   - *Control panel keys do not respond.*
   - *The copier is not activated when the Power Switch is turned ON.*

1. When This Type of Copy is produced

Symptom	Possible Cause	Action
The image is too light.  1074O108	The exposure level for the Auto Exposure mode is set at "Lighter."	Change the setting of "Auto Exposure Level" of User's Choice. ⇨ p. 85 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a darker image. ⇨ p . 40
	The exposure level for the Manual Exposure mode is set at "Lighter."	Touch [Darker] as necessary to obtain a darker image. ⇨ p. 40
	You have been making copies from a photo or an original with a large dark area.	The copier needs more toner. Replenish toner by using Toner Replenisher of User Mode. ⇨ p. 83
	The Toner Bottle has just been replaced.	The copier needs more toner. Replenish toner by using Toner Replenisher of User Mode. ⇨ p. 83
	The message "Replenish Toner." is shown on the Touch Panel.	Replace the Toner Bottle. ⇨ p. 108
	The paper is damp.	Change the paper.
The image is too dark.  1074O109	The exposure level for the Auto Exposure mode is set at "Darker."	Change the setting of "Auto Exposure Level" of User's Choice. ⇨ p. 85 Or, cancel the Auto Exposure mode and select Manual Exposure to adjust the exposure level to obtain a lighter image.⇨ p. 40
	The exposure level for the Manual Exposure mode is set at "Darker."	Touch [Lighter] as necessary to obtain a lighter image. ⇨ p. 40
	The Original Glass surface is dirty.	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 140
	The original is not held tightly against the Original Glass.	Place the original in position so that it is held tightly against the Original Glass.
The copy is blurry.  1074O110	The paper is damp.	Change the paper.

Symptom	Possible Cause	Action
The copy has dark specks or spots.  1074O111	The Original Glass is dirty.	Wipe the Original Glass clean with a soft dry cloth. ⇨ p. 140
	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ pp. 140, 141
	The original is very thin or highly transparent.	Place a blank sheet of paper over the original. ⇨ p. 29
	The original is 2-sided.	The information on the back side of a 2-sided, thin original may be slightly reproduced on the copy. Set the copier into the Manual Exposure mode and, using the [Lighter] key, make the exposure level lighter. ⇨ p. 40
The edge of the copy is dirty.  1074O112	The Original Pad or Document Feed Belt is dirty.	Wipe the Original Pad or Document Feed Belt clean with a soft cloth dampened with mild detergent. ⇨ pp. 140, 141
	You have selected a paper size larger than the original. (When Zoom Ratio is set at full size ×1.000)	Select the same copy paper size as the original. Or, use the Auto Size Mode to enlarge the copy to the appropriate size. ⇨ p. 36
	The original is not placed in the correct position (when the zoom ratio is set at full size ×1.000).	Select the same copy paper size as the original. ⇨ p. 34 Or, reload the paper in the same direction as the original.
	The reduction ratio selected is not in accord with the copy paper size. (When doing manual reduction copying.)	Select the zoom ratio according to the copy paper size. ⇨ p. 36 Or, use the Auto Size Mode to reduce the copy to the appropriate size. ⇨ p. 36
The image on the copy is not aligned properly.  1074O113	The original is not placed in the correct position.	Place the original correctly on the Original Glass against the Original Width Scale. ⇨ p. 29 Or, load it onto the document feeder correctly along the Document Guide Plates. ⇨ p. 27
	The originals may not be suitable for use in the document feeder.	Raise the document feeder and place the originals on the Original Glass one at a time, instead of using the document feeder. ⇨ p. 29
The copy has lines.  1139O1670A	The Corona Units are dirty.	Using the Corona Unit Cleaning Levers, clean the Corona Units. ⇨ p. 141

2. The Copier is not functioning as designed

Symptom	Check for:	Action
The Touch Panel shows nothing.	Is only the Start key lit up green?	The copier is in the Energy Saver mode. Press any key on the control panel to cancel Energy Saver.
	Auto Power Off is activated. ⇨ p. 21	Turn the Power Switch ON. ⇨ p. 20
	The Display Contrast Knob is placed in the excessively light or dark position. ⇨ p. 16	Viewing the Touch Panel, turn the Display Contrast Knob as necessary. ⇨ p. 17
The Start key does not light up green.	Is your Access Number entered? 1149O271CA	Enter your Access Number by following the procedure given in "Entering the Access Number." ⇨ p. 22
No copies are fed out when the Start key is pressed.	The copier has developed a malfunction.	Check the Touch Panel and take action according to the message on the panel.
	The copier was just turned ON and is warming up.	It takes the copier 60 sec. to be ready for making copies after it has been turned ON. Please wait.
Control panel keys do not respond.	The Interrupt key LED is lit up.	The copier is in the interrupt mode. Press the Interrupt key to cancel the interrupt mode.
The copier is not activated when the Power Switch is turned ON.	The power cord is left unplugged from the power outlet.	Plug the power cord into the power outlet.
	The room circuit breaker is open.	Close the room circuit breaker.

* If these procedures do not correct the problem, turn OFF the Power Switch, unplug the power cord from the power outlet and contact your Technical Representative.

Chapter 7
Miscellaneous

This chapter gives complete specifications of the copier system and options, plus care and reference information to facilitate your use of the copier.

1. Specifications p. 134
- *Copier*
- *Duplexing Document Feeder*
- *Automatic Document Feeder*
- *Sorter (10-Bin)*
- *Sorter (20-Bin)*
- *Staple Sorter (10-Bin)*
- *Staple Sorter (20-Bin)*
- *Paper Feed Cabinet (2-Drawer Type)*
- *Paper Feed Cabinet (1-Drawer Type)*
- *Duplex Cabinet*
- *Duplex Unit*
- *Large Capacity Cassette*
- *Data Controller*

2. Care of the Copier p. 140
- *Cleaning*

3. Function Combination Matrix p. 142
4. Description of Copy Paper Size and Zoom Ratio Table p. 145
5. Index p. 146

1. Specifications

Copier EP4000/EP5000

	EP4000	EP5000
Type	Console Copier	
Platen Type	Stationary	
Photoconductor	OPC	
Copying System	Electrostatic Dry Powdered Image Transfer to Plain Paper	
Developing System	Micro-Toning System	
Fusing System	Lamp-Heated Roller	
Types of Original	Sheets, Books, and other three-dimensional objects Maximum Original Size : A3 Lengthwise Maximum Original Weight : 3kg	
Kinds of Paper	Plain paper (60g/m^2 to 157g/m^2) Recycled paper Special paper (Multi Bypass Tray only) Thick paper (91g/m^2 to 157g/m^2), Transparencies, Translucent paper	
Copy Paper Size	First Drawer A3L, B4L, A4L, A4C, A5L, 10"×8"C, LetterC, LetterL, 11"×14"L, 11"×17"L, 8"×13"L 210mm×280mmL, 216mm×297mmL, 297mm×216mmC, 216mm×320mmL, 220mm×280mmL, 297mm×430mmL, 210mm×330mmL 2nd Drawer A3L, B4L, A4L, A4C, B5L, B5C, A5L, LetterL, LetterC, 11"×14"L, 11"×17"L Multi Bypass Tray Crosswise : 100mm to 297mm Lengthwise : 140mm to 432mm	
Paper Feeding System	First Drawer : 500 sheets 2nd Drawer : 500 sheets Multi Bypass Tray : 50 sheets (80g/m^2) : 20 sheets (Recycled paper or Special Paper)	
Warm-up Time	130 seconds or less	240 seconds or less
First Copy	A4C = 4.1 seconds or less (in Full Size Mode using First Copier Drawer)	A4C = 3.7 seconds or less (in Full Size Mode using First Copier Drawer)
Copy Speed (Approx. copies/minute)	Full size (×1.000) A3 : 26 B4L : 29 A4L : 34 A4C : 40	Full size (×1.000) A3 : 28 B4L : 31 A4L : 37 A4C : 50
Magnification Ratios	Fixed ratios Full size: 1:1 ±0.005 Reduction ratios: ×0.500, ×0.707, ×0.816 Enlargement ratios: ×1.154, ×1.414, ×2.000 Zoom ratios: From ×0.500 to ×2.000 in ×0.001 increments	
Multiple Copies	Up to 999 copies (count-down system)	
Exposure Control	Auto Exposure Mode, Manual Exposure Mode and Photo Mode	
Lost Image	1-sided copy in the full size mode Leading edge : 3mm (approx. 1/8") Trailing edge : 3mm (approx. 1/8") Front edge : 1mm (approx. 1/25")	
Power Requirements	AC 110V, 115V, 120V, 127V, 220-240V; 50/60Hz	
Power Consumption	1.5 kW (Max.)	
Dimensions	Width : 620mm (Excluding Copy Tray) Depth : 740mm Height : 960mm	
Weight	122kg	123.5kg

Duplexing Document Feeder AFR-13

Document Feeding System	Standard Mode : 1-sided original, 2-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection 2-sided Mixed Original Detection
Kinds of Original	Plain paper
Original Weight	1-sided original Mode, 2-in-1 Mode : 50g/m^2 to 110g/m^2 2-sided original Mode : 60g/m^2 to 90g/m^2 Single Feeding Mode : 35g/m^2 to 200g/m^2 Lightweight Original Mode : 40g/m^2 to 110g/m^2
Original Size	1-sided/2-sided original Mode: A3L, B4L, A4L, A4C, A5L, 210mm ×330mm 2-in-1 Mode: A4C
Capacity of Document Feed Tray	A4 or Smaller : 60 sheets (80g/m^2) A3L, B4L : 30 sheets (80g/m^2)
Copy Productivity	100%
First Copy with ADF	A4C = 11 seconds or less
Power Source	DC24V supplied from copier
Power Consumption	60W or less
Dimensions	Width: 644mm Depth: 505mm Height: 166mm
Weight	17kg

Automatic Document Feeder AF-5

Document Feeding System	Standard Mode : 1-sided original, 2-in-1, Single Feeding Mixed Original Detection Mode: 1-sided Mixed Original Detection
Kinds of Original	Plain paper
Original Weight	1-sided original Mode, 2-in-1 Mode : 50g/m^2 to 110g/m^2 Mixed original Detection Mode : 60g/m^2 to 90g/m^2 Single Feeding Mode : 35g/m^2 to 200g/m^2 Lightweight Original Mode : 40g/m^2 to 110g/m^2
Original Size	1-sided original Mode: A3L, B4L, A4L, A4C, A5L, 210mm ×330mm 2-in-1 Mode: A4C
Capacity of Document Feed Tray	A4 or Smaller : 30 sheets (80g/m^2) A3L, B4L : 15 sheets (80g/m^2)
Copy Productivity	100%
First Copy with ADF	A4C = 11 seconds or less
Power Source	DC24V supplied from copier
Power Consumption	48W or less
Dimensions	Width: 587mm Depth: 505mm Height: 125mm
Weight	13kg

1. Specifications

Sorter S-106

No. of Bins	Sort Bins : 10
Modes	Non-Sort Mode, Sort Mode, Group Mode
Kinds of Paper	Non-Sort Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode : A3L to A6L Sort Mode, Group Mode : A3L to A5L
Capacity of Bins	Non-Sort Mode • Plain paper, Recycled paper 1st bin : 50 sheets 2nd to 10th bin : 25 sheets/bin • Special Paper 1st bin only : 10 sheets/bin Sort Mode, Group Mode • Plain paper, Recycled paper 1st to 10th bin : 25 sheets/bin
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400mm Depth : 562mm Height : 404mm
Weight	15.8kg

Sorter S-208

No. of Bins	Sort Bins : 20
Modes	Non-Sort Mode, Sort Mode, Group Mode
Kinds of Paper	Non-Sort Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode : A3L to A6L Sort Mode, Group Mode : A3L to A5L
Capacity of Bins	Non-Sort Mode • Plain paper, Recycled paper: Non-Sort bin: 100 sheets 1st bin to 20th bin: 50 sheets/bin Total: 1,100 sheets (A4 or smaller, weighing 80g/m^2) Total: 600 sheets (A3 or B4, weighing 80g/m^2) • Special Paper Transparencies: 10 sheets (Max. paper size A4) Thick paper, Translucent paper: 10 sheets Sort Mode, Group Mode: • Plain paper, Recycled paper: 1st bin to 20th bin: 50 sheets/bin Total: 1,000 sheets (A4 or smaller, weighing 80g/m^2) Total: 600 sheets (A3 or B4, weighing 80g/m^2)
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 425mm Depth : 605mm Height : 960mm
Weight	39.5kg

Staple Sorter ST-104

No. of Bins	Sort Bins : 10
Modes	Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode
Kinds of Paper	Non-Sort Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode : A3L to A6L Sort Mode, Group Mode : A3L to A5L Sort-Staple Mode : A3L to B5L
Capacity of Bins	Non-Sort Mode • Plain paper, Recycled paper 1st bin : 50 sheets 2nd to 10th bin : 25 sheets/bin • Special Paper 1st bin only : 10 sheets/bin Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper 1st to 10th bin : 25 sheets/bin
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 400mm Depth : 562mm Height : 404mm
Weight	18.1kg
Accessories	Staple Cartridge, 5,000 staples / cartridge × 1 piece

Staple Sorter ST-211

No. of Bins	Non-Sort Bin + 20 Sort Bins
Modes	Non-Sort Mode, Sort Mode, Group Mode, Sort-Staple Mode, Hole Punch Mode
Kinds of Paper	Non-Sort Mode, Hole Punch Mode • Plain paper, Recycled paper • Special Paper Thick paper, Transparencies, Translucent paper Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper
Paper Size	Non-Sort Mode : A3L to A6L Sort Mode, Group Mode : A3L to A5L Sort-Staple Mode : A3L to B5L Hole Punch Mode : A3L, A4C
Capacity of Bins	Non-Sort Mode, Hole Punch Mode • Plain paper, Recycled paper Non-Sort bin: 100 sheets 1st bin to 20th bin: 50 sheets/bin Total: 1,100 sheets (A4 or smaller, weighing 80g/m^2) Total: 600 sheets (A3 or B4, weighing 80g/m^2) • Special Paper Transparencies: 10 sheets (Max. paper size Letter) Thick paper, Translucent paper: 10 sheets Sort Mode, Group Mode, Sort-Staple Mode • Plain paper, Recycled paper 1st bin to 20th bin: 50 sheets/bin Total: 1,000 sheets (A4 or smaller, weighing 80g/m^2) Total: 600 sheets (A3 or B4, weighing 80g/m^2)
Punching	Punch Hole: 4 Hole
Power Source	DC24V supplied from copier
Power Consumption	72W or less
Dimensions	Width : 425mm Depth : 605mm Height : 960mm
Weight	44.5kg
Accessories	Staple Cartridge, 5,000 staples / cartridge × 1 piece

Paper Feed Cabinet PF-205

Kinds of Paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2
Copy Paper Size	3rd Drawer : A5L to A3L 4th Drawer : A4L to A3L
Paper Feeding System	Automatic feeding from drawer Total Drawer Capacity : 1,000 sheets (500 sheets × 2)
Power Source	DC24V supplied from copier
Dimensions	Width : 620mm Depth : 695mm Height : 390mm
Weight	35kg

Paper Feed Cabinet PF-105

Kinds of Paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2
Copy Paper Size	3rd Drawer : A4C
Paper Feeding System	Automatic feeding from drawer Drawer Capacity : 2,500 sheets (80g/m^2)
Power Source	DC24V supplied from copier
Dimensions	Width : 620mm Depth : 695mm Height : 390mm
Weight	36.4kg

Paper Feed Cabinet PF-5D

Kinds of Paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2
Copy Paper Size	A5L to A3L
Multiple Copies	2-Sided Copies : 50 sheets
Power Source	DC24V supplied from copier
Dimensions	Width : 620mm Depth : 695mm Height : 390mm
Weight	42kg

Duplex Unit AD-9

Kinds of paper	Plain paper, Recycled paper : Weighing 60g/m^2 to 90g/m^2 Size : A3L to A5L
Capacity	Up to 50 sheets (60g/m^2 to 90g/m^2) Up to 20 sheets (91g/m^2 to 157g/m^2)
Power Source	DC24V supplied from copier
Weight	14.2kg
Dimensions	Stored in the Paper Feed Cabinet

Large Capacity Cassette C-301

Type	Automatic paper supply and take-up from a 3,000-sheet capacity Cassette
Installation	Fixed to copier by means of dedicated Stand with Slide Rails
Types of Paper	Plain paper, Recycled paper: Weighing 60g/m^2 to 90g/m^2
Paper Size	A4C
Capacity	3,000 sheets (80g/m^2)
Power Source	DC24 V, 1.2 A (supplied from copier)
Power Consumption	30 W or less
Dimensions	Width : 290mm Depth : 446mm Height : 480mm
Weight	10kg (Excluding Mounting Brackets)

Data Controller D-102

Name	Data Controller D-102	
Type	Magnetically encoded card accessed Copy Counter	
Type of Cards	Departmental, Register, Administration, Erasing, Time/Date, and Cleaning Card	
Departmental Cards Accommodated	Up to 999 groups	
Display	7-segment, 16-digit liquid-crystal display	
Copy Count to be Stored in Memory	• Max. no. of copies made, total:	9,999,999
	• Max. no. of copies made, by paper size:	9,999,999
	• Max. no. of copies made, by department:	999,999
	• Max. no. of copies made, by copy mode:	999,999
	• Max. no. of copies made, by department/copy mode:	99,999
Distinguishable Copy Modes	Up to 16 types	
Power Source	DC24V (supplied from copier)	
Power Consumption	5 W or less	
Dimensions	Width : 180mm Depth : 64mm Height : 111mm	
Weight	Approx. 55g	
Others	A printer (option) recommended by us can be hooked up, sourced from another power supply.	

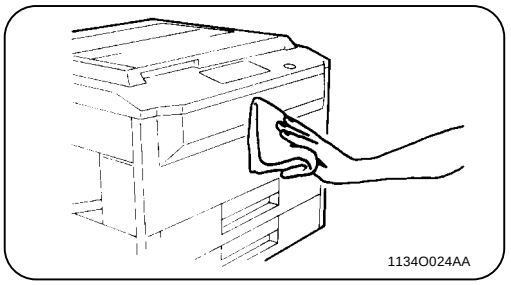
2. Care of the Copier

Cleaning

◆Turn OFF the Power Switch of the copier when cleaning.

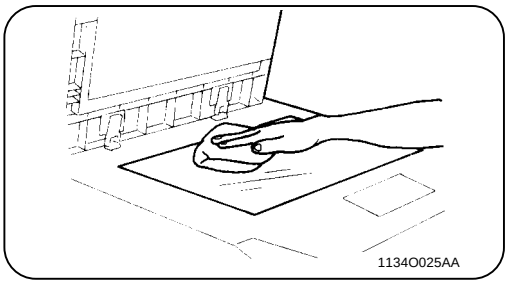
Housing

Wipe the surface of the Housing clean with a soft cloth dampened with mild home detergent.



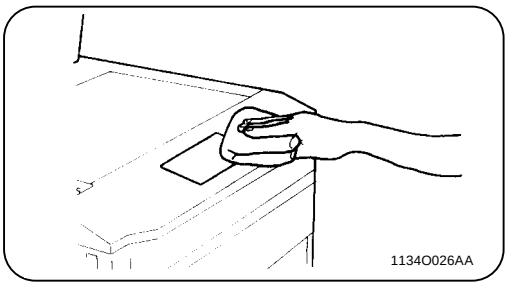
Original Glass

Wipe the surface of the Original Glass clean with a soft, dry cloth.



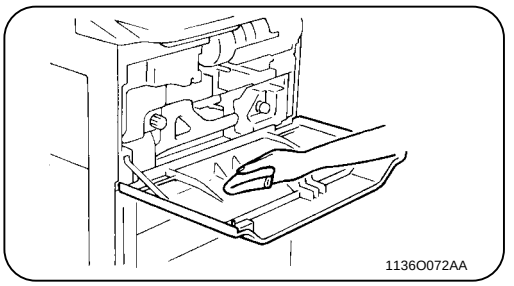
Control Panel

Wipe the surface of the Control Panel clean with a soft, dry cloth.



Front Door

Wipe the inside of the Front Door clean with a soft cloth.

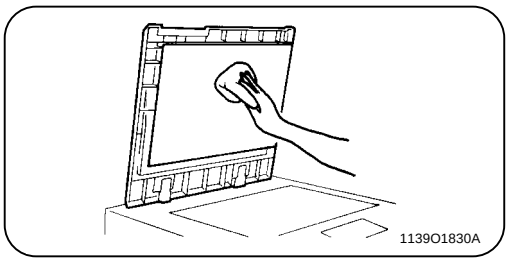


NOTE

NEVER use a glass cleaner or any other detergent to avoid damage to the control panel keys and Display.

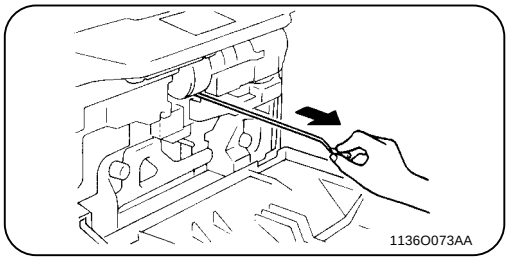
Original Pad

Wipe the surface of the Original Pad clean with a soft cloth dampened with mild home detergent

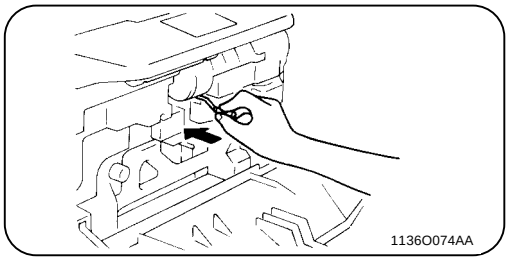


Corona Units

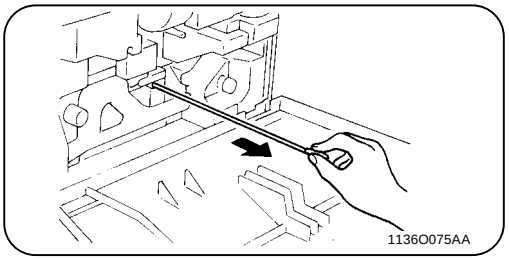
1 Gently slide out the Upper Corona Unit Cleaning Lever as far as it goes.



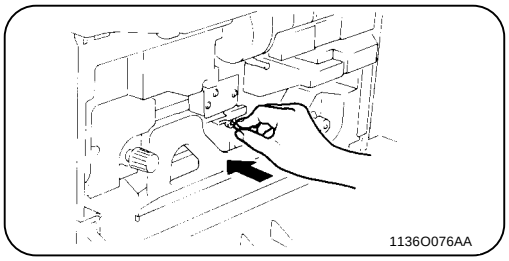
2 Gently slide the Cleaning Lever back into the original position.



3 Gently slide out the Lower Corona Unit Cleaning Lever as far as it goes.

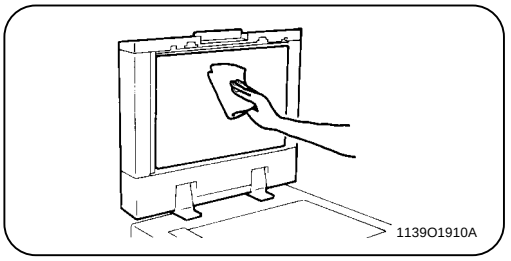


4 Gently slide the Cleaning Lever back into the original position.
Repeat steps 1 to 4 two to three times.

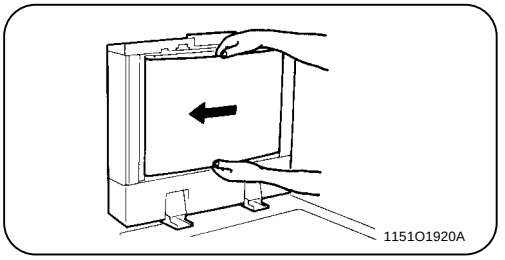


Document Transport Belt

1 Wipe the surface of the Document Transport Belt clean with a soft cloth dampened with mild home detergent.



2 Hold the Document Transport Belt at both edges and pull it to the left to expose a fresh surface.



3 Wipe the fresh surface clean with a soft cloth dampened with mild home detergent.

Repeat these steps until the entire surface of the Belt is wiped clean.

3. Function Combination Matrix

Functions Set First \ Functions Set Last				Basic					Orig.▶ Copy										
				Paper		Zoom													
				Auto Paper	Manual Paper	Auto Size	Fixed Ratio	Zoom Memory	1▶1	1▶2	2▶1	2▶2	1[2in1]▶1	2[2in1]▶1	1▶[2in1]	1▶2[2in1]	Book▶1	Book▶2	Mixed Orig.
Basic	Paper	Auto Paper			▲	▲	O	O	O	O	O	O	O	O	O	O	▲	▲	O
		Manual Paper		▲		O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Zoom	Auto Size		▲	O		▲	▲	O	O	O	O	O	O	O	O	▲	▲	O
		Fixed Ratio		O	O	▲		O	O	O	O	O	O	O	O	O	O	O	O
		Zoom Memory		O	O	▲	O		O	O	O	O	O	O	O	O	O	O	O
Orig.▲ Copy	1▶1			O	O	O	O	O		▲	▲	▲	▲	▲	▲	▲	▲	▲	O
	1▶2			O	O	O	O	O	▲		▲	▲	▲	▲	▲	▲	▲	▲	O
	2▶1			O	O	O	O	O	▲	▲		▲	▲	▲	▲	▲	▲	▲	O
	2▶2			O	O	O	O	O	▲	▲	▲		▲	▲	▲	▲	▲	▲	O
	1[2in1]▶1			O	O	O	O	O	▲	▲	▲	▲		▲	▲	▲	▲	▲	O
	2[2in1]▶1			O	O	O	O	O	▲	▲	▲	▲	▲		▲	▲	▲	▲	O
	1▶[2in1]			O	O	O	O	O	▲	▲	▲	▲	▲	▲		▲	▲	▲	O
	1▶2[2in1]			O	O	O	O	O	▲	▲	▲	▲	▲	▲	▲		▲	▲	O
	Book▶1			△	O	△	O	O	▲	▲	▲	▲	▲	▲	▲	▲		▲	△
	Book▶2			△	O	△	O	O	▲	▲	▲	▲	▲	▲	▲	▲	▲		△
	Mixed Orig.			O	O	O	O	O	O	O	O	O	O	O	O	O	▲	▲	
Finishing	Non-Sort			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Sort			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Group			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
	Sort-&-Staple			O	O	O	O	O	O	O	O	O	O	O	O	▲	▲	●	
	Manual Staple			△	△	△	△	△	△	△	△	△	△	△	△	△	△	O	
	Hole Punch			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	
Auxiliary	Cover			O	O	O	O	O	O	O	O	O	△	△	O	O	△	△	△
	Page Insertion			O	O	O	O	O	O	O	O	O	△	△	O	O	△	△	△
	OHP Inter-leaving	Single Copy		△	△	O	O	O	O	△	O	△	△	△	△	△	△	△	O
		Multi Copy		△	△	O	O	O	O	△	O	△	△	△	△	△	△	△	O
	File Margin		Right	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
			Left	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
			Reduce	O	B	O	B	B	O	O	O	O	O	O	O	O	△	△	O
	Edge/Frame Erase			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Interrupt				O	O	O	O	O	O	△	O	△	O	O	O	△	O	△	O
Multi Bypass				▲	▲	A	O	O	O	A	O	A	△	△	O	A	A	A	△
Job Memory				O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
ADF / SADF Mode				△	△	△	△	△	△	△	△	△	△	△	△	△	△	△	△

O : The functions can be combined.

● : The functions can be combined (though a miscopy could result).

△ : The functions cannot be combined. (The function set first takes precedence.)

▲ : The functions cannot be combined. (The function set last takes precedence.)

Functions Set Last / Functions Set First			Finishing						Auxiliary											
			Non-Sort	Sort	Group	Sort-&-Staple	Manual Staple	Hole Punch	Cover	Page Insertion	OHP Interleaving: Single Copy	OHP Interleaving: Multi Copy	File Margin: Right	File Margin: Left	File Margin: Reduce	Edge/Frame Erase	Interrupt	Multi Bypass	Job Memory	ADF / SADF Mode
Basic	Paper	Auto Paper	O	O	O	O	O	O	O	O	▲	▲	O	O	O	O	O	**A**	O	O
		Manual Paper	O	O	O	O	O	O	O	O	**C**	**C**	O	O	**B**	O	O	▲	O	O
	Zoom	Auto Size	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	**A**	O	O
		Fixed Ratio	O	O	O	O	O	O	O	O	O	O	O	O	**B**	O	O	O	O	O
		Zoom Memory	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
Orig. ▲ Copy		1 ▶1	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O
		1 ▶2	O	O	O	O	O	O	O	O	△	△	O	O	O	O	△	**A**	O	O
		2 ▶1	O	O	O	O	O	O	O	O	O	O	O	O	O	O	▲	O	O	▲
		2 ▶2	O	O	O	O	O	O	O	O	△	△	O	O	O	O	△	**A**	O	▲
		1[2in1] ▶1	O	O	O	O	O	O	△	△	△	△	O	O	O	O	▲	**A**	O	▲
		2[2in1] ▶1	O	O	O	O	O	O	△	△	△	△	O	O	O	O	▲	**A**	O	▲
		1 ▶[2in1]	O	O	O	O	O	O	O	O	△	△	O	O	O	O	O	O	O	▲
		1 ▶2[2in1]	O	O	O	O	O	O	O	O	△	△	O	O	O	O	△	**A**	O	▲
		Book ▶1	O	O	O	△	O	O	△	△	△	△	O	O	△	O	▲	**A**	O	▲
		Book ▶2	O	O	O	△	O	O	△	△	△	△	O	O	△	O	△	**A**	O	▲
		Mixed Orig.	O	O	O	●	O	O	▲	▲	O	O	O	O	O	O	O	▲	O	O
Finishing		Non-Sort		▲	▲	▲	**D**	O	O	O	**F**	▲	O	O	O	O	O	O	O	O
		Sort	▲		▲	▲	O	O	O	O	O	O	O	O	O	O	▲	**A**	O	O
		Group	▲	▲		▲	O	O	O	O	▲	▲	O	O	O	O	▲	**A**	O	O
		Sort-&-Staple	▲	▲	▲		△	O	O	O	▲	▲	O	O	O	O	▲	**A**	O	▲
		Manual Staple	△	△	△	△		△	△	△	△	△	△	△	△	△	O	**A**	△	O
		Hole Punch	O	O	O	O	O		O	O	▲	▲	O	O	O	O	▲	**A**	O	O
Auxiliary		Cover	O	O	O	O	O	O		O	△	△	O	O	O	O	△	**A**	O	▲
		Page Insertion	O	O	O	O	O	O	O		△	△	O	O	O	O	△	O	O	▲
	OHP Interleaving	Single Copy	**E**	O	△	△	△	△	△	△		▲	O	O	O	O	△	△	O	▲
		Multi Copy	△	O	△	O	O	△	△	△	▲		O	O	O	O	△	△	O	▲
	File Margin	Right	O	O	O	●	O	●	O	O	O	O		▲	O	O	O	O	O	O
		Left	O	O	O	O	O	O	O	O	O	O	▲		O	O	O	O	O	O
		Reduce	O	O	O	O	O	O	O	O	O	O	O	O		O	O	**A**	O	O
	Edge/Frame Erase		O	O	O	O	O	O	O	O	O	O	O	O	O		O	**A**	O	O
Interrupt			O	△	△	△	△	△	△	△	△	O	O	O	O	O		O	△	O
Multi Bypass			O	**A**	**A**	**A**	**A**	**A**	O	O	**C**	**C**	O	O	**A**	**A**	O		O	O
Job Memory			O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		O
ADF / SADF Mode			△	△	△	△	△	△	△	△	△	△	△	△	△	△	O	△	△	

◇ : The functions cannot be combined.
(The function set last takes precedence. The function set first is automatically canceled. Cover, Page Insertion, or OHP Interleaving, if combined, is not canceled.)

◆ : The functions cannot be combined.
(Either one of the functions must be canceled before a copy cycle can be initiated.)

Conditions for Combined Functions

A : The functions can be combined when the manual bypass paper size is input.

B : The combination is possible if Auto Paper or Auto Size has been set, but not if Manual is set. (One of the functions must be canceled before a copy cycle can be initiated.)

C : When OHP Interleaving is selected, the copier automatically selects A4 crosswise paper and therefore you cannot select paper of any other size. If none of the paper sources of the copier is loaded with A4 crosswise paper, A4 lengthwise is next selected. B5 size paper is next selected, if neither A4 crosswise nor A4 lengthwise paper is loaded in the copier.

D : The combination is possible if the copier is equipped with a Staple Sorter, but not if the copier is equipped with a Sorter.
(If a Sorter or Staple Sorter is attached, the function set first, Non-Sort, takes precedence.)

E : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, OHP Interleaving, takes precedence.)

F : The combination is possible if the copier is not equipped with a Sorter.
(If a Sorter is attached, the function set first, Non-Sort, is automatically switched to Sort to run a copy cycle for OHP Interleaving.)

4. Description of Copy Paper Size and Zoom Ratio Table

Paper Size

Name	Size (Metric)	Size (Inch)
A3	297 mm × 420 mm	11-3/4" ×16-1/2"
B4	257 mm × 364 mm	10" ×14-1/4"
A4	210 mm × 297 mm	8-1/4" ×11-3/4"
B5	182 mm × 257 mm	7-1/4" ×10"
A5	148 mm × 210 mm	5-3/4" ×8-1/4"
B6	128 mm × 182 mm	5" ×7-1/4"
A6	105 mm × 148 mm	4-1/4" ×5-3/4"
POST CARD	100 mm × 148 mm	4" ×5-3/4"

Name		Size (Inch)	Size (Metric)
LEDGER		11" ×17"	279 mm × 432 mm
11" × 14"		11" ×14"	279 mm × 356 mm
COMPUTER		10-1/8" ×14"	257 mm × 356 mm
10" × 14"		10" ×14"	254 mm × 356 mm
9-1/4" × 14"		9-1/4" ×14"	236 mm × 356 mm
LEGAL		8-1/2" ×14"	216 mm × 356 mm
FOOLSCAP	GOVERNMENT LEGAL	8-1/2" ×13"	216 mm × 330 mm
FOOLSCAP		8" ×13"	203 mm × 330 mm
FOOLSCAP		8-2/3" ×13"	220 mm × 330 mm
FOOLSCAP	FOLIO	8-1/4" ×13"	210 mm × 330 mm
8-1/4" × 11-3/4"		8-1/4" ×11-3/4"	210 mm × 301 mm
LETTER		8-1/2" ×11"	216 mm × 279 mm
GOVERNMENT LETTER		8" ×10-1/2"	203 mm × 267 mm
QUARTO		8" ×10"	203 mm × 254 mm
STATEMENT	INVOICE	5-1/2" ×8-1/2"	140 mm × 216 mm

Zoom Ratio Table (Original Size to Copy Paper Size)

Metric Areas		
Original Size	**Copy Paper Size**	**Zoom Ratio**
A3 297 × 420 mm 11-3/4" ×16-1/2"	A4	×0.707
	A5	×0.500
	B4	×0.866
	B5	×0.610
A4 210 × 297 mm 8-1/4" × 11-3/4"	A5	×0.707
	A6	×0.500
	B5	×0.866
	B6	×0.610
	A3	×1.414
	B4	×1.224
A5 148 × 210 mm 5-3/4" × 8-1/4"	A6	×0.707
	B6	×0.866
	A4	×1.414
	A3	×2.000
	B4	×1.733
	B5	×1.224
A6 105 × 148 mm 4-1/4" × 5-3/4"	A4	×2.000
	A5	×1.414
	B5	×1.733
	B6	×1.224
B4 257 × 364 mm 10" × 14-1/4"	A4	×0.816
	A5	×0.577
	B5	×0.707
	B6	×0.500
	A3	×1.154
B5 182 × 257 mm 7-1/4" × 10"	A5	×0.816
	A6	×0.577
	B6	×0.707
	A3	×1.640
	A4	×1.154
	B4	×1.414
B6 128 × 182 mm 5" × 7-1/4"	A6	×0.816
	A4	×1.640
	A5	×1.154
	B4	×2.000
	B5	×1.414

Inch Areas		
Original Size	**Copy Paper Size**	**Zoom Ratio**
11" × 17" 279.4 × 431.8 mm	11" × 14"	×0.823
	Legal	×0.772
	Foolscap	×0.764
	Letter	×0.647
	Invoice	×0.500
11" × 15" 279.4 × 381 mm	11" × 14"	×0.933
	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.733
	Invoice	×0.500
11" × 14" 279.4 × 355.6 mm	Legal	×0.772
	Foolscap	×0.772
	Letter	×0.772
	Invoice	×0.500
Legal 8-1/2" × 14" 215.9 × 355.6 mm	Foolscap	×0.928
	Letter	×0.785
	Invoice	×0.607
	11" × 17"	×1.214
Foolscap 8-1/2" × 13" 215.9 × 330.2 mm	Letter	×0.846
	Invoice	×0.647
	11" × 17"	×1.294
	11" × 14"	×1.076
Letter 8-1/2" × 11" 215.9 × 279.4 mm	Invoice	×0.647
	11" × 17"	×1.294
	11" × 14"	×1.272
Invoice 5-1/2" × 8-1/2" 139.7 × 215.9 mm	11" × 17"	×2.000
	11" × 14"	×1.647
	Legal	×1.545
	Foolscap	×1.529
	Letter	×1.294

Zoom Ratio = Copy Paper Size ÷ Original Size

1" (inch) = 25.4 mm
1 mm = 0.0394" (inch)

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